I. General Policy

This policy applies to staff that are eligible for benefits

Individuals may request Bereavement Leave if a close relative or loved one (a person for whom they have substantial responsibility) dies. The supervisor, subject to department chair/director approval, may grant up to four days leave (32 hours) for a full-time employee.

The amount of time a part-time employee may be granted depends on the proportion of a full year that he or she is regularly scheduled to work. For example, an employee who works 20 hours a week (50 percent of full time) could be granted a maximum of two days (50 percent of four days).

The amount of time granted depends on the relationship the individual has with the deceased, the individual's level of responsibility for the arrangements, travel time needed, conditions of work in the individual's department, and other relevant circumstances. Individuals who need more than four days may take benefit time, if available.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key Offices: Human Resources

See also:
Benefits Eligibility
Benefit Time Policy
Medical Leaves
Personal/Family Leaves

Policy History
Clerical Change: January 10, 2018
Supersedes:
Policy No. 404-93, 1/01/93
Policy 401-82, (Emergency Leave), 07/01/82