

Policy Type: Administrative Staff

Policy Title: Bereavement Leave and Funeral Attendance

Who Does This Policy Affect: All Full-Time Professional and Administrative Staff

Purpose: The purpose of this policy is to define immediate family members and outline the use of bereavement days.

Policy Statement:

Bereavement leave will be granted in the event of death of any member of the employee's immediate family. Immediate family is defined as: spouse, child, mother, and father. The employee may use up to five (5) consecutive bereavement days. Documentation must be provided that verifies the time requested and the relationship the employee has with the deceased.

Up to three (3) consecutive days will be granted in the event of death of step-father, step-mother, parents-in-law, foster parents, grandparents, grandchildren, brother, sister. Documentation must be provided that verifies the time requested and the relationship the employee has with the deceased.

One (1) day bereavement leave for death of employee's or spouse's uncle, aunt, nephew, niece.

Funeral or bereavement leave is not an accrued benefit, and time is not earned or accumulated. Bereavement leave is intended to provide employees with an opportunity to make to funeral arrangements and have time away from work when an employee experiences the loss of a family member.

One-half (1/2) day sick or vacation time may be used for attendance at a funeral for non-immediate family members.