



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

BEREAVEMENT LEAVE

1.0 POLICY

1.1 The University supports employees by providing paid time off when employees deal with bereavement.

2.0 SCOPE

2.1 This policy applies to full-time and regular part-time employees, where identified.

3.0 PROCEDURE

3.1 Bereavement Leave (full-time and regular part-time employees)

3.1.1 Employees may be granted up to five days off from work with pay in the event of the death of a spouse, child, step-child, parent, or step-parent.

3.1.2 Employees may be granted up to three days off from work with pay in the event of the death of a grandparent, grandchild, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

3.1.3 Employees may be granted up to one day off from work with pay in the event of the death of a relative not specifically mentioned above.

3.1.4 The University may request the employee to provide verification of death.

Effective: 02/01/2000

Updated: 10/17/2016