



## STAFF EMPLOYMENT MANUAL

**Title: 5.0 Benefits**

**Chapter: 5.05 Bereavement / Funeral Leave**

**Issuance Status and Effective Date: July 2011**

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This policy provides regular full-time staff with a determined number of days off with pay for purposes of arranging and attending a funeral and resolving personal concerns regarding a death in the family as follows:

- An excused paid absence of up to three days of missed work time will be granted for a death in the immediate family. For this policy, immediate family is defined as children, stepchildren, grandchildren, spouse or same-sex partner, parent, stepparent, parent-in-law, parent of a same-sex partner, grandparent, brother, sister, stepbrother and stepsister.
- The University will also grant an excused paid absence of up to one day of missed work time for a death of a relative beyond the definition of immediate family described above.

Personal Days may be used as additional paid time off to address a death in the family beyond the benefits described in this policy. (See also **5.04, Personal Days**). Any request for additional time off must be approved by the supervisor.

The University reserves the right to change the Bereavement/Funeral Leave Policy as it deems necessary.