STAFF EMPLOYMENT MANUAL

Title: 5.0 Benefits

Chapter: 5.05 Bereavement / Funeral Leave

Issuance Status and Effective Date: July 2011

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.