

BEREAVEMENT LEAVE POLICY

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

Employees who wish to take time off from work for bereavement leave for any individual should notify their supervisor.

Full-time staff members have up to forty (40) hours of bereavement leave available per calendar year. An employee who needs more time off may take accumulated sick leave, vacation leave or time without pay if not enough sick and/or vacation leave is available. Bereavement leave cannot be accumulated or paid out when the individual leaves the university.

Part-time staff members who earn prorated vacation and sick leave will also be eligible for prorated bereavement leave. For example, an employee in a .5 FTE position would have 20 hours of bereavement leave in a calendar year; an employee in a .75 FTE position would have 30 hours of bereavement leave in a calendar year.

Employees should utilize the normal Request for Leave forms or the bi-weekly time sheets to properly record their time off and note it is for “bereavement” leave.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS