SECTION: Faculty and Staff
TOPIC: Bereavement Leave
Approved:

Policy: B7512
Approval Date: 11/6/2015
Revision Date: 6/22/2026

POLICY

The Bereavement Leave Policy establishes uniform guidelines for providing up to 3 days paid time off to employees of Burrell College of Health Sciences for absences related to the death of immediate family members. Bereavement Leave does not count against an employees accrued annual or sick leave.

Eligibility

All regular, active employees are eligible for benefits under this policy.

PROCEDURE:

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

An employee may, with his or her supervisor's approval, use any available vacation for additional time off as necessary.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to three days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the company.

CROSS REFERENCE: