

Bereavement Leave Policy Revision (PER 4.07)
Endorsed by Staff Senate May 10, 2010
Endorsed by VPs & Deans June 18, 2010
Effective July 1, 2010

Objective

- Allow for the use of sick leave (in addition to existing three days of Bereavement Leave) if more than three days absence is necessary to arrange for the disposition of remains or to attend a funeral or memorial service, including reasonable travel time.
- Preserve employee's option to request additional time off for other reasons (such as spending extended time with family or probating an estate) by using personal days, compensatory time, annual leave, or leave without pay.

Current Policy

The university recognizes the need for employees to be away from work upon the death of an immediate family member. An employee, upon request, shall be granted three days of administrative leave with pay for the death of any member of the employee's immediate family. (See Definitions for definition of immediate family).

If more than three days' absence is necessary, other arrangements may be made by using personal days, compensatory time, annual leave, and/or leave without pay.

Proposed Revision

The university recognizes the need for employees to be away from work upon the death of an immediate family member. An employee, upon request, shall be granted three days of administrative leave with pay for the death of any member of the employee's immediate family. (See Definitions for definition of immediate family).

If more than three days' absence is necessary to arrange for the disposition of remains or to attend a funeral or memorial service, including reasonable travel time, employees may use accrued sick leave.

If employees desire additional time off from work in conjunction with Bereavement Leave for other reasons (such as spending extended time off with family members or probating an estate), ~~other arrangements may be made by using~~ employees may request time off using personal days, compensatory time, annual leave, and/or leave without pay consistent with appropriate leave policies. Supervisory approval shall not be unreasonably withheld.

Recommended:

Approved:

/s/

6-30-10

/s/

6-30-10

Sam Connally Date
Vice President for Human Resources

Shirley C. Willihnganz Date
Executive Vice President & University Provost