In the event of a death in the family, an employee may need time to handle family affairs and attend the funeral. In the case of the death of an immediate family member as defined below, three (3) days of bereavement leave will be paid by the university. In the case of the death of other members of the family as defined below, one (1) day of bereavement leave will be paid by the university. This policy applies to all full-time and part-time staff who are regularly scheduled to work twenty hours per week or more.

**Death of An Immediate Family Member**

An employee who must be absent from regularly scheduled work to attend the funeral of a member of his/her immediate family (the employee’s spouse/qualifying partner, child/stepchild*, parent/step-parent, grandparent, grandchild, brother/stepbrother, or sister/stepsister), may miss work days (up to 40 hours) that happen to fall within five (5) consecutive calendar days of the death or funeral. This maximum of five (5) consecutive calendar days (the first three of which will be paid by the university) may be taken at the employee’s convenience as long as one of the days includes either the day of death or the day of the funeral. To receive pay for any additional days sick leave or vacation leave can be used.

**Death of Other Members of the Family**

An employee who must be absent from regularly scheduled work to attend the funeral of other members of his/her family (great-grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew) of employee, may miss work days (up to 24 hours) that happen to fall within three (3) consecutive calendar days of the death or funeral. This maximum of three (3) consecutive calendar days (one of which will be paid by the university) may be taken at the employee’s convenience as long as one of the days includes either the day of death or the day of the funeral. To receive pay for any additional days which are consistent with the university policy on bereavement, sick leave or vacation leave can be used.

The employee may be required to verify the relationship by supplying, for example, a funeral program or obituary listing.

*For purposes of this policy, “child” also includes an adopted child, or a child for whom the employee had a formally recognized legal obligation.