



Policy # HR.308  
Bereavement Leave  
Responsible VP: VP for Finance,  
Treasurer  
Responsible Office: Human  
Resources  
Approved By: Cabinet  
Approved: 07/01/2022  
Effective Date: 07/01/2022  
Scope: Non-Faculty Employees  
Last Revised: 09/01/2014  
Last Reviewed: 07/01/2022

## **BEREAVEMENT LEAVE**

Eligible employees are allowed paid time off to attend the services and make any necessary arrangements associated with the death of close family members as per the following schedule:

Five Days:	Spouse, Parent, Sibling or Child
Three Days:	In-law, Grandparent, Grandchild
One Day:	Aunt, Uncle, Niece, Nephew or Cousin

The employee's supervisor should be notified as soon as possible in the event of a death requiring bereavement leave.