



## Policy and Procedures Manual Application: Full Time Personnel Section A2.1 Bereavement Leave

### A 2.1 Bereavement Leave

Regular full-time employees are eligible for bereavement leave. Bereavement leave can be used when a member of the employee's family requires his/her attention due to a death in the family or when the employee needs to grieve the loss of a family member. If it is not clear that the absence qualifies for bereavement leave, the supervisor should contact the Employment Services office for clarification. Those situations will be evaluated and a decision made based on the merits of the request.

Bereavement leave is not annual leave; therefore, it is not intended to supplement annual leave periods. Department supervisor approval is required for bereavement leave hours to be used. Full-time employees will begin the new fiscal year with the maximum amount of bereavement leave of 3 days. Bereavement leave does not accrue from one year to the next, and all bereavement leave is forfeited if not taken within the fiscal year. The University will not reimburse the employee for unused bereavement leave when leaving employment with the University. Requested bereavement leave in excess of 24 hours in any fiscal year will be charged to annual leave until leave balance is depleted, and then to leave without pay.

Abuse of bereavement leave by either the employee or supervisor can lead to disciplinary action up to and including termination.