

Policy Number: 6-806	Policy Name: Bereavement Leave
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6-806 Bereavement Leave

- A. Faculty, administrative, professional and classified staff employees who are employed 50% time or more and whose employment is expected to continue six months or more, are eligible for up to three (3) paid working days bereavement leave upon the death of a parent, parent-in-law, brother, sister, spouse, child, grandparents, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other person who is a member of the employee's established household. A parent is defined as a natural parent, step parent, adoptive parent or surrogate parent. A child is defined as a natural child, adoptive child, foster child or step-child.
- B. Two (2) additional paid working days may be granted to attend or arrange funeral services out-of-state.
- C. Employees must be in a pay status in order to receive paid bereavement leave.