

Academic Affairs Manual (ACD)

ACD 702–04: Bereavement Leave

Effective: 2/19/1988

Revised: 3/1/2002

Purpose

To provide eligible faculty and academic professionals with salary continuance during periods of absence from work for bereavement

Source

Arizona Board of Regents Policy Manual - 6–806

Applicability

Faculty and academic professionals who are employed 50 percent time or more and whose employment is expected to continue for six months or more

Policy

Bereavement leave may be used if a [faculty member](#) or [academic professional](#) must be absent because of the death of a [parent](#), parent-in-law, brother, sister, spouse, [child](#), grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other person who was a member of the employee’s established household, as well as that individual’s relative.

Up to three paid working days will be granted for bereavement leave. Two additional paid working days will be granted to attend or make arrangements for an out-of-state funeral. Faculty members and academic professionals must be in pay status in order to receive paid bereavement leave.

Bereavement leave is available for use by all eligible faculty and academic professionals upon employment. All requests for use of bereavement leave must be approved by the faculty member’s or academic professional’s supervisor.