Staff Personnel Manual (SPP)

SPP 704–05: Bereavement Leave Benefits

Effective: 2/19/1988  Revised: 4/9/2018

Purpose
To provide eligible employees with salary continuance during periods of absence from work for bereavement

Source
Arizona Board of Regents Policy Manual - 6–806

Eligibility
Benefits-eligible, regular classified employees, university staff, and non-faculty administrators

Policy
Bereavement leave may be used if an employee 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 person who was a member of the employee’s established household, as well as a relative of a member of the employee’s established household. For the death of a relative not covered under this policy, refer to SPP 701–01, “Sick Leave Benefits.”

Employees are eligible for bereavement leave based on their FTE (full time equivalency). The examples below are based on 100% FTE (40 hour work week). Benefits eligible employees working less than 40 hours per week are eligible for bereavement leave calculated at a percentage equal to their FTE as it relates to the maximum hours eligible for in-state and out-of-state services as follows:

1. up to a maximum of 24 hours or 3 working days, whichever is less, to attend or arrange a funeral service in-state; for example:
   a. an employee working an 8-hour day or less may be granted up to 3 working days;
   b. an employee working a 10-hour day may be granted 2 working days plus an additional 4 hours;
   c. an employee working a 12-hour day may be granted up to 2 working days;
   or

2. up to a maximum of 40 hours or one work week, whichever is less, to attend or arrange funeral services out-of-state; for example:
   a. an employee working an 8-hour day or less may be granted up to 5 working days;
   b. an employee working a 10-hour day may be granted up to 4 working days;
   c. an employee working a 12-hour day may be granted up to 3 working days plus an additional 4 hours.

Bereavement leave benefits are available to employees in a pay status immediately upon hire or benefits-eligibility. All requests for use of bereavement leave must be approved by the employee’s supervisor.
Cross-Reference
For more information, see SPP 701–01: “Health Leave Benefits.”