

# 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.”