



### 4.7.15 Funeral Leave

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.7 Work and Leave Administration	Date Last Reviewed: August 2018
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: August 2018

#### I. Purpose

To establish UT Health San Antonio's practices for allowing paid and unpaid time off for an employee's bereavement related needs.

#### II. Scope

This policy applies to all UT Health San Antonio employees request for funeral leave.

#### III. Policy

##### A. General Policy

Eligible employees of UT Health San Antonio may be granted paid funeral leave in the event of a death of an eligible family member.

Funeral leave granted for the death of an eligible family member in the employee's family may be authorized for up to three (3) work days or a total of twenty-four (24) hours to allow time to make appropriate arrangements, attend the funeral, and take care of other bereavement related needs. Days used for this purpose are not required to be consecutive.

##### B. Eligibility

To be eligible for funeral leave, an employee must be appointed to work at least twenty (20) hours per week for a period of four and one-half (4½) months or more in a position that does not require student status.

Eligible family members include:

1. Your spouse, and
2. You or your spouse's:

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- a. Parents/Stepparents,
- b. Children/Stepchildren,
- c. Brothers/Stepbrothers,
- d. Sisters/Stepsisters,
- e. Grandparents/Step-grandparents and
- f. Grandchildren/Step-grandchildren.

#### C. Procedures

1. The employee must notify his or her supervisor in advance or as soon as possible to request time off from their regular work schedule, including the need for the number of days being requested.
2. The employee must follow any additional departmental procedures in requesting time off through their department.
3. The supervisor may request reasonable verification of the death or relationship to the deceased for funeral leave.
4. The supervisor may approve up to three (3) days or twenty-four (24) hours of funeral leave.
5. No reduction to an employee's pay or accrued leave balances (personal, vacation, or sick) will be made for approved funeral leave for up to three (3) day or twenty-four (24) hours.

If more than three (3) days or twenty-four (24) hours are needed for bereavement, the supervisor may approve additional time off. Any time in excess of the three (3) days or twenty-four (24) hours should be charged to the employee's vacation or personal leave balances. If the employee does not have sufficient vacation or personal leave, then any additional time would need to be leave without pay.

To attend a funeral that does not qualify under the funeral leave policy above, the supervisor may approve time off. Time should be charged to vacation or personal leave.

#### **IV. Definitions**

*There are no defined terms used in this Policy.*

#### **V. Related References**

*There are no related documents associated with this Policy.*

**VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>11/2000</b>	Policy Origination		
<b>08/2018</b>	Policy Revision		