Policy ID:	ADM-EMP-8 Minor Revision 4 Status: C
Title:	Funeral Leave
Description:	Leave provided to attend funerals of family members.
Category:	Human Resources
Applies to:	Staff,Faculty
Contact:	Human Resources
Purpose:	Policy regarding leave due to a funeral.

Policy Statement:

The purpose of funeral leave is to provide regular full-time employees with time to attend funerals of family members and to handle related affairs without disrupting income.

The maximum amount of funeral leave granted for bereavement will be determined by the relationship of the employee to the deceased, as listed below.

1. Regular full-time employees will be granted paid leave for a death in the immediate family as needed up to three days without the absence being charged against vacation or sick leave. Immediate family is defined as parent, spouse, child, brother, sister, mother-in-law, father-in-law, grand-parent, brother- or sister-in-law, son- or daughter-in-law, step-parent, step-brother or sister, step-children, grandparent-in-law, grandchild or persons who live in the same household of the employee.
2. Regular full-time employees may be granted time off from work without loss of regular pay or deductions from leave balances for attending the funeral of a relative not a member of their immediate family but not to exceed one work day (eight hours). This includes uncles, aunts, nieces, nephews, first generation cousins, and in-laws not defined in the above paragraph.
3. Admittedly, some close friends may be more emotionally significant to an individual than those for whom paid leave is granted. However, it would be nearly impossible for the University to judge or to write policy on all the various situations that can arise. Therefore, vacation leave (or personal leave with the approval of the Department Director) must be taken for any situation that has not been covered by this policy statement.

This policy has been established in an effort to ensure impartiality.

Arrangements should be made with the department director in advance, by telephone if necessary, so that work may be planned. If the department is not notified, the employee may be required to take leave without pay.

Forms: Leave Request Form

Glossary of Terms:	
Legal Citation:	
Campus Links:	***Leave Request Form***
FAQs:	
Formerly known as:	
Approved on:	12/01/2005
Effective date:	12/01/2005

Keyword(s):	funeral, leave, death, family
Last review date:	11/17/2011
Date posted:	Oct 18 2007 10:15AM
Modified By:	
Date Modified:	Nov 17 2011 12:33PM