**3356-7-15 Bereavement leave, excluded professional administrativeemployees.**

Responsible Division/Office: Human Resources

Responsible Officer: VP for Legal Affairs and Human Resources

Revision History: March 2010; March 2015; December 2016;

 December 2021

Board Committee: University Affairs

**Effective Date:** **December 2, 2021**

Next Review: 2026

(A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

(B) Purpose. To provide direction on the availability and appropriate use of bereavement leave.

(C) Scope. This policy applies to excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.

(D) Definition. As used in this policy, immediate family is defined as the employee’s spouse, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse’s grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.

(E) Parameters.

(1) Up to four consecutive days of paid bereavement leave will be granted to excluded professional administrative employees upon the death of a member of their immediate family. Bereavement leave shall be taken to attend to any immediate post-death matter and/or prepare for or attend a funeral or internment.

(2) Excluded professional administrative employees may use one day of bereavement leave upon the death of the employee’s aunt or uncle.

(3) Employees covered by collective bargaining should refer to their respective labor agreements.

(F) Procedures.

(1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.

(2) Employees will report the utilization of the leave on their electronic leave report upon return to work.

(3) Supervisors may require reasonable proof to verify the request for bereavement leave.