

Bereavement Leave

December 2023

Full-time or pro rata faculty members and full-time, pro rata or benefit-eligible part-time staff members are eligible for limited paid bereavement leave in the event of a death in the immediate or extended family. Immediate and extended family includes the employee's spouse, child, step-child, grandchild, mother, father, brother, sister, grandparent, parents-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or other relative living in the same household.

This paid leave will not exceed three working days. Additional days off necessitated by a death in the family or for bereavement for those not specifically listed above will be charged to employee's annual PTO.