

Date Published: 7-1-2024

## Bereavement and Funeral Leave Policy

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## **Policy Timeline**

Initial Effective Date: 7/1/2024

Frequency of Review:

☐ Semiannually (twice per year)

☐ Annually

☒ Biennially (every two years)

☐ Other: \_\_\_\_\_

Date(s) Revised:

## **Policy Overview**

The University recognizes and supports the need for time off work to help its employees grieve or attend the funeral of close family members.

Regular, full-time employees eligible for accrued time off benefits may be allowed up to three (3) paid days off of work for a death occurring in their immediate family. Bereavement time cannot be applied beyond the funeral/memorial or 30 days beyond the day of death. In the case of the death of other close relatives only the day of the funeral/memorial may be granted as a paid day.

Employees are required to provide notice to their supervisor as soon as possible, and request bereavement time through the timekeeping system. Bereavement leave may be granted on more than one occasion during the year. Bereavement leave pay will be based on the employee's base hourly rate/salary and regular working hours. Funeral leave will only be time off with pay from regularly scheduled work. The supervisor may request documentation to verify family status.

If necessary, staff members may arrange with their supervisor to use vacation or personal floating holidays to cover additional time off to bereave.

Certain states, such as Illinois, may allow employees to take unpaid bereavement leave in certain situations. Paid time off covered by this policy would be applied during any such leave.

**Applies to:** (examples—Faculty, Staff, Students, etc)

Faculty, staff

**Table of Contents:** (optional; suggested for policies > 8-10 pages)

N/A

**Definitions:** (optional; suggested for terms that have specialized meaning in the policy)

<u>Term</u>	<u>Definition</u>
Immediate Family	Immediate Family for the purpose of this policy includes a spouse, children (including stepchildren and foster children), mother, father, siblings (half and step), grandparents, grandchildren, in-laws and any other relative who lives in the family household. Child in this instance includes stillborn or situations of miscarriage.

## Policy Details

## Responsibilities

<u>Position/Office/Department</u>	
Employees	Provide notice prior to submitting time for bereavement. Submit time in timekeeping system. Provide documentation if requested.
Supervisors	Review reasons for request and approve in compliance with the policy.

**Resources** (required for any resource referred to in the policy)

## Policy Contacts

<u>Name</u>	<u>Contact Information</u>
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## POLICY APPROVALS

**POC:** ☒ Approved as to Form ☐ Not Approved

POC Chair Signature: *Dill*  
Dill (Signed May 23, 2024 07:40 PDT)

Date: 5/22/2024

**Policy Sponsor:** ☒ Approved ☐ Not Approved

Signature: *Dill*  
Dill (Signed May 23, 2024 07:40 PDT)

Date: 5/22/2024

**President:** ☐ Approved ☐ Not Approved

Signature: *Brian Seiz*  
Brian Seiz (Jun 6, 2024 10:02 CDT)

Date: Jun 6, 2024

**Board of Trustees:** ☐ Approved ☐ Not Approved ☐ Not Applicable

Chair Signature:

Date: