



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Bereavement Leave

Policy:

An employee may use up to three (3) days of major medical leave in any calendar year because of a death in the immediate family. Absences beyond three (3) days will be charged to personal leave. No use of personal leave will be required prior to use of major medical leave for this purpose. The immediate family includes spouse, parents, stepparents, siblings, children, stepchildren, grandchildren, grandparents, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, brothers-in-law and sisters-in-law.