

**Bereavement Leave**

**Purpose:**

Regular full and benefit eligible part time employees shall be granted bereavement leave, with pay, in accordance with this policy.

**Policy:**

Eligible employees shall be allowed bereavement leave up to three days for the death of

- A mother/ father (to include step mother or father)
- A brother / sister (to include half brother or sister)
- A spouse
- A child (to include step child)
- Grandparent or grandchild
- In Laws of the same kind
- Other persons with whom the employee has a “loco parentis” relationship.

Note: “In loco parentis” means the employee has the day-to-day responsibilities for the care and financial support of a child or persons who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

Accrued sick leave and or vacation may be utilized for situations not otherwise covered by this policy.

**Process:**

The eligible employee shall notify his/her supervisor of the need for bereavement leave as soon as possible after the death. Department Heads/ Chairs are responsible for the scheduling of bereavement time off as outlined within this policy and recording the time in accordance with their department/ college practices.