

Refer to Section {B}
{Personnel}Unit
Procedure for {B 28 – Bereavement Leave}



1. The college grants three paid, consecutive bereavement days in the case of death of immediate family members. Immediate family is defined as spouse, children and parents, or other dependents.
2. The leave must be taken during the period of time between the date of death and the day following burial.
3. An eligible employee who plans to be absent under this policy is required to notify his immediate supervisor as early as possible but no later than the beginning of work on the first day of absence. Re-notification requirements of the supervisor will be stated during this initial discussion.
4. If you attend a funeral for reasons other than the death of an immediate family, one regularly scheduled working day may be taken from accumulated vacation leave at the supervisor's discretion.
5. Additional time off for funeral-related business will be charged against the employee's accumulated vacation leave. This additional time off must be pre-approved by the supervisor.