**3356-7-15 Bereavement leave, excluded professional/administrative staff and department chairpersons.**

Previous Policy Number: 7002.11

Responsible Division/Office: Human Resources

Responsible Officer: VP for Legal Affairs and Human Resources

Revision History: March 2010; March 2015; December 2016

Board Committee: University Affairs

**Effective Date:** **December 1, 2016**

Next Review: 2021

(A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

(B) Purpose. To provide direction on the availability and appropriate use of bereavement leave by professional administrative staff and academic department chairpersons.

(C) Scope. This policy applies to excluded professional/administrative staff and academic department chairpersons.

(D) Definition. As used in this policy, immediate family is defined as the employee’s spouse, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse’s grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.

(E) Parameters.

(1) Up to four consecutive days of paid bereavement leave will be granted to members of the excluded professional/administrative staff and academic department chairpersons upon the death of a member of his/her immediate family.

(2) Members of excluded professional/administrative staff and academic department chairpersons may use one day of bereavement leave upon the death of the employee’s aunt or uncle.

(3) Employees covered by collective bargaining should refer to their respective labor agreement.

(F) Procedures.

(1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.

(2) Employees will report the utilization of the leave on their electronic leave report upon return to work.

(3) Supervisors may require reasonable proof to verify the request for bereavement leave.