



Effective Date: April 1, 2007

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Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: : Human Resources - Bereavement Policy

PURPOSE: To provide employees time off with pay due to death of a close relative.

POLICY STATEMENT: It is the college's policy to grant employees bereavement time off without loss of pay when death occurs in an employee's immediate family. Paid bereavement leave applies to all regular full-time and part-time employees and will be provided for a maximum of three (3) working days.

An employee will not be eligible to receive paid bereavement leave while scheduled off or absent from work for other leave reasons, i.e. sick leave, disability leaves, etc. An employee who experiences a death in the immediate family while on scheduled annual leave may substitute up to three (3) bereavement days for annual leave.

Should additional time be required, an employee may request annual leave or an unpaid leave of absence.

Documentation may be required to receive bereavement leave benefits.

Immediate family is defined as:

Spouse, parent, sibling, child, grandparent, grandchild, parent-in-law, brother/sister-in-law, step parent, step child, step brother/sister, step parent-in-law, or legal guardian.

Others relatives under the care of the employee who are living in the household may also qualify as immediate family.