



## Policy

Title:	<b>Bereavement Leave</b>
Effective Date:	June 1, 2016
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	May 22, 1996

### I. PURPOSE

Salus University recognizes that a time of bereavement can be difficult. Therefore, the University provides paid Bereavement Leave for employees facing the loss of a family member. This policy provides guidelines for leave in the event of the death of an immediate family member, domestic partner, close relative or another individual having a close relationship with an eligible employee.

### II. DEFINITIONS

**Immediate Family Member:** spouse, registered same-sex partner, child/stepchild, parent/stepparent, or sibling (brother/stepbrother, or sister/stepsister). For purposes of this policy, "child" also includes an adopted child and a child for whom the employee was a legal guardian.

**Other Family Member:** grandparent, great-grandparent, grandchild or uncle/aunt.

### III. POLICY

Salus University provides between one to five days of paid Bereavement Leave to eligible employees to handle matters related to a death in the family. The amount of Bereavement Leave provided is based upon the relationship of the employee to the deceased family member.

#### **Eligibility**

Regular full-time and regular part-time employees who are employed as .75 FTE and greater and who have completed three (3) months of continuous service are eligible for paid Bereavement Leave.

Bargaining unit employees must have successfully completed their probationary period in order to be eligible for paid Bereavement Leave. The probationary period for members of Local 1776 and Local 511 is ninety (90) days.

#### **IV. PROCEDURE**

Unless exigent circumstances arise, the employee must give advance notice to his/her immediate supervisor before Bereavement Leave can be taken. The request must include how much leave time is requested.

##### ***Faculty and Administrative & Professional Staff Members***

Eligible Faculty and Administrative & Professional Staff members will be granted Bereavement Leave as follows:

1. Up to five (5) consecutive scheduled work days with pay in the event of the death of a parent, spouse, or child.
2. Up to three (3) consecutive scheduled work days with pay in the event of the death of a guardian, sibling, parent-in-law, brother/sister-in-law, or son/daughter-in-law.
3. One (1) day to attend the funeral of another family member.
4. Vacation, personal or leave without pay may be granted for additional time off or to attend the funeral of other relatives or friends.

##### ***Bargaining Unit Employees***

Members of Local 1776 and Members of Local 511 are to refer to their current Bargaining Agreement for time off allowances.

### ***Pay***

Should the death of a family member occur while an employee is on a scheduled vacation, the employee should immediately notify his/her supervisor so that necessary time off (up to the maximum length of leave described in this policy) may be charged to Bereavement Leave.

In the event that a Bereavement Leave day falls on a designated holiday, the holiday overrides the Bereavement Leave day.

### ***Requesting Additional Time Off***

Should additional time off be necessary for an employee to attend the funeral, such additional time off may be requested either as vacation, personal (if applicable for Administrative & Professional Staff) or as authorized time off without pay.

Such requests should be submitted to the employee's supervisor, who will try to accommodate the request.

### ***Obituary Announcement or Funeral Service Program***

To verify the relationship of the deceased to the employee, a copy of the obituary announcement or funeral service program may be requested by the employee's supervisor.

The University, at its discretion, may require proof of relationship of the employee to the deceased (i.e. death certificate, newspaper article) prior to granting paid Bereavement Leave.