BEREAVEMENT LEAVE

SCOPE
All benefit-eligible employees.

PURPOSE
To provide leave time for employees who need time off because of a death in the immediate family.

POLICY/PROCEDURE
The University of St. Thomas grants paid time off to benefit-eligible employees for bereavement leave.

Bereavement.
The University of St. Thomas will grant up to three (3) working days off to attend the funeral and handle family affairs of an immediate family member. Immediate family, for this policy, is defined as: current spouse, children, grandchildren, parent, step-parent, grandparent, brother or sister including step-siblings, brother- or sister-in-law, mother-in-law or father-in-law.

Employees may request vacation time to attend funerals for other family members not listed above or for other individuals.

Employee must request the time away as soon as possible but preferably before the employee's time away begins.

Additional time requested beyond three working days must be approved in advance by the employee's supervisor/manager. The additional days are counted as vacation if there are vacation hours available. Otherwise the additional time is an unpaid leave.

Part-time employees regularly scheduled to work less than 30 hours per workweek are not eligible for bereavement leave.

Documentation to support the granting of the leave may be requested.

APPROVED:  Dr. Robert Ivany

Date: September 1, 2010
Effective Date: September 1, 2010
Revision Date: May 1, 2014

Policy Area: Benefits
Policy Committee or Task Force: NA
Date of Formulation: NA
Revision Date: Every 3 Years, September
Automatic Review Period: September 2013
Title of Reviewer: NA