

## University of St. Thomas Policies

### BEREAVEMENT LEAVE

Policy Number: H.03.05

#### 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.

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**APPROVED:** Dr. Robert Ivany

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