

Bereavement Leave Policy

Full-time employees are eligible for bereavement leave in the case of death in the ~~immediate~~ family.

Bereavement Leave Procedure

"Immediate family" shall include the following relationships: spouse, children, parents, siblings, ~~father, mother, spouse, sons and daughters, brothers and sisters,~~ grandparents, and grandchildren. This includes the employee's family, family of spouse, and step-families. ~~The relationship of the deceased must be identified on the leave request.~~ Bereavement leave shall not exceed five (5) days for a death in the "immediate family".

"Extended family" shall include the following relationships: uncles, aunts, and cousins. This includes the employee's family only (not family of spouses). Bereavement leave shall not exceed one (1) day for a death in the "extended family".

Furthermore, bereavement leave may be granted for attendance at the funeral service of an active ~~coworker-employee~~ at the College where there has been a personal friendship. The granting of this bereavement leave is subject to the supervisor's determination that the absence shall not create an interruption in essential work flow or services.

Bereavement leave may be used for pallbearer duties.

~~Bereavement leave shall not exceed three (3) days for any one death, without an extension approved by the President. Extended leave for an additional two (2) days may be approved by the President in cases of extreme need.~~

Proof of bereavement may be required by the College. Bereavement leave is with pay at the employee's regular rate of pay and shall not exceed more than a total of ~~twelve-ten~~ (102) days in a fiscal year.