

## **Funeral / Bereavement Leave for Faculty/Academic Staff**

### **IV. ACADEMIC HUMAN RESOURCES POLICIES**

In the case of death of a faculty/academic staff member's immediate family, it has been the practice to provide up to three days paid time off work to attend the funeral or memorial services and to make necessary arrangements. If additional time is needed, vacation time, as applicable, or leave of absence without pay may be requested.

The immediate family consists of a faculty/academic staff member's spouse or Other Eligible Individual(OEI), son, daughter, parent, grandparent, grandchild, brother, sister (or the spouse of any of them), of either the faculty/academic staff member or the faculty/academic staff member's spouse/Other Eligible Individual(OEI).

One day of paid time off work will be allowed in the case of death of an uncle, aunt, nephew, or niece of either the faculty/academic staff member or the faculty/academic staff member's spouse/Other Eligible Individual(OEI).

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