**UCFA Personnel SubCommittee: Bereavement Policy Proposed Revisions**

November, 2022

The current policy concerning faculty bereavement leave is as follows:

<https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/funeral_bereavement.html>

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**Recommended Changes:**

(1) Line 3:

**What is written:**

“In the case of death of a faculty/academic staff member's immediate family…*”*

**Recommendation:**

Eliminate the distinction of immediate family.

(2) Lines 3-4:

**What is written:**

“*...* has been the **practice** to provide up to three days*…”*

**Recommendation:**

Definitive language should be used to describe the policy.

(3) Line 4:

**What is written:**

“.... to provide up to three days paid time off work….”

**Recommendation:**

Allow for five days.

(4) Line 4-5:

**What is written:**

“... to attend the funeral or memorial services and to make necessary arrangements.”

**Recommendation:**

“... for the purposes of bereavement and associated activities.”

(5) Line 5-6:

**What is written:**

“If additional time is needed, vacation time, as applicable, or leave of absence without pay may be requested.”

**Recommendation:**

“If additional time is needed, the faculty/academic staff member may make a request, in writing, to their unit’s administrator. The granting of such requests shall be made at the discretion of the administrator.”

(6) Lines 7-10:

**What is written:**

“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).”

**Recommendation:** “The distinction of who qualifies as a “family member” shall be made by the faculty/academic staff member, but is generally taken to mean a person to whom the faculty/academic staff member has close familial, or familial-like ties.”

(7) Lines 11-13:

**What is written:**

“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).”

**Recommendation:**

Eliminate this section.

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Proposed Revised Policy

**IV. ACADEMIC HUMAN RESOURCES POLICIES**

In the case of death of a faculty/academic staff’s family member, five days of paid time off work for the purposes of bereavement and associated activities shall be allowed. If additional time is needed, the faculty/academic staff member may make a request, in writing, to their unit’s administrator. The granting of such requests shall be made at the discretion of the administrator. If the additional requested time results in a total leave of more than ten working days then vacation time, as applicable, or a leave of absence without pay may be considered.

The distinction of who qualifies as a “family member” shall be made by the faculty/academic staff member, but is generally taken to mean a person to whom the faculty/academic staff member has close familial, or familial-like ties.

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