Bereavement Leave Proposed change in policy wording: under Policy AND/OR Objective 3/15/2010 - Staff Policy Review Committee

*Changes are denoted in red

**Current Policy:**

I. POLICY AND/OR OBJECTIVE

The university recognizes the need for employees to be away from work upon the death of an immediate family member. An employee, upon request, shall be granted three days of administrative leave with pay upon the death of any member of the employee's immediate family. (See Definitions for definition of immediate family). If more than three days' absence is necessary other arrangements may be made by using personal days, compensatory time, annual leave and/or leave without pay.

**Proposed Changes:**

I. POLICY AND/OR OBJECTIVE

The university recognizes the need for employees to be away from work upon the death of an immediate family member. An employee, upon request, shall be granted three days of administrative leave with pay upon the death of any member of the employee’s immediate family. (See Definitions for definition of immediate family). If more than three days’ absence is necessary to arrange for disposition of remains, or to attend a funeral or memorial service, including reasonable travel time, other arrangements may be made by using personal days, compensatory time, annual leave, sick leave and/or leave without pay.