2418 – Bereavement Leave

Full-time employees may use accrued Sick Leave for family (as defined by the employee) bereavement, with a maximum of five (5) days per incident; regular part-time employees may use a maximum of two and one-half (2-1/2) days of accrued Sick Leave per incident.

Please be advised that time off for Bereavement Leave does not count towards the Personal Sick Leave calendar year usage cap of 120 hours (qualified full-time employees) or 60 hours (qualified part-time employees).

More Details
See General Leave Requirements and Information for more details.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President

Date: 7/27/02

Revision(s): 10/28/02; 11/04/04; 11/06/06; 11/19/07; 10/9/19 (minor revision)