



HUMAN RESOURCES POLICIES AND PROCEDURES

BEREAVEMENT LEAVE

PURPOSE

To grant employees reasonable bereavement time without loss of pay when a death occurs in an employee's immediate family or to attend the funeral of a co-worker.

SCOPE

Utica College provides leaves of absence in situations of bereavement for employees to attend to personal obligations. This policy applies to regular full-time exempt and nonexempt employees. And, regular part-time exempt and nonexempt employees scheduled to work 20 or more hours per week.

POLICY

An employee may be paid for a maximum of three (3) working days when there is a death of an employee's immediate family. Immediate family would include an employee's spouse (or person who stands in substantially the same relationship), parent, child (child's other parent), brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, or another individual living in the employee's residence.

In case of death of another relative, employees will be allowed one (1) day with pay for bereavement.

An employee scheduled for vacation or absent from work because of sickness, not including a medical leave of absence, will receive bereavement pay in lieu of either when a death in the family occurs.

Employees will be allowed a half (1/2) day with pay to attend the funeral of a co-worker with supervisor's permission.

Paid bereavement leave is for attending funerals, memorial services and for discharging responsibilities related to the death of the family member. Days of leave may be taken consecutively or split as needed. Extended leaves (using accrued vacation or time off without pay) may be requested through the Office of Human Resources and approved by the supervisor. In extenuating circumstances, the supervisor may grant additional paid (personal or vacation) or unpaid time off.

Compensation during Leave

A bereavement leave will be paid based on the employee's normal work schedule at the regular straight-time wage or salary.

Notification and Certification Requirements

The employee's immediate supervisor should be notified within a reasonable amount of time.

PROCEDURE

Employees must request time off from their department head/supervisor as soon as possible. Granted time off must be recorded appropriately on the employee's time sheet or compensated absence report.

RESPONSIBILITY

Employees are responsible for notifying their department head/supervisor of leave as soon as possible and for following the notification and certification requirements of this policy. Supervisors are responsible for ensuring proper administration of paid leave and leave scheduling. Employees may be requested to furnish satisfactory evidence to support the leave.

RESOURCE

Contact the Office of Human Resources if you have questions or if you would like more information about this policy.

Effective Date: April 2002
Last Revised: January 2005

Todd S. Hutton, President

Date