



University Policy Impact Statement

Date January 4, 2013 Check One: Revision of Existing Policy New Policy

Policy Number (If known) 8.2.2P Policy Name Bereavement Leave

Originator(s) Gary Barksdale Executive Director Human Resources

University Affiliation _____ Email for primary contact gary.barksdale@eku.edu

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

Current policy needs some clarification as to the timing, and use of bereavement leave. Typically bereavement leave is taken at the time of the death; however the policy states that the leave may also be used to attend to personal affairs and to grieve. It is also unclear as to how bereavement leave would be authorized if University is closed at the time of the death/funeral. I suggest that we clarify the policy to allow bereavement leave to be used either at time of the death or at any time in the six months following the death. Bereavement leave typically would not be authorized if no work is missed due to death occurring during a period of University closing.

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

No resources required.

List stakeholders who have been or will be consulted. Indicate action taken and the date it was taken. Attach additional page if necessary. To begin the policy process, at least one university-recognized group must have indicated support.

Stakeholder	Action Taken	Date
Donna Simmons, Payroll Manager		
Staff Council		

Additional Pages Attached # of additional pages

Print Form



8.2.2 P

Volume 8, Human Resources

Chapter 2, Chapter Title: **Employee Benefits**

Section 2 Name: **Bereavement Leave**

Approval Authority: **Board of Regents**

Responsible Executive: **Director of Human Resources**

Responsible Office(s): **Human Resources**

Effective: **April 23, 2007** Expires: **N/A**

Last Revised: **N/A**

Next Review Date: **April 2012**

Bereavement Leave

Statement

Regular full-time and benefit eligible part-time employees (Eligible Employees) shall be granted Bereavement Leave, with pay, in accordance with this policy. Bereavement Leave is paid leave that an Eligible Employee is entitled to because of the death of a family member, as identified within this policy. The purpose of the leave is to provide Eligible Employees regular full and benefited part-time employees the necessary time to attend to personal affairs, and grieve after the loss of a loved one family member as defined herein.

Entities Affected

- The Office of Human Resources All HR Staff
- Regular full-time and benefit eligible part-time All Full and Benefited part-time employees
- All Supervisors

Background

N/A

Definitions

Bereavement:

The period of grief following the death of a loved one.

Bereavement Leave:

Paid leave that an Eligible Employee is granted because of the death of a family member, as identified within this policy

Accrued Leave and vacation time

~~This is time that is been earned, and not used, by the employee for use of vacation leave and sick leave.~~

Eligible Employee:

Regular full-time and benefit eligible part-time employees

In Loco parentis:

Persons for whom the Eligible Employee has the day-to-day responsibilities for the care and financial support of; or persons who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

University:

Eastern Kentucky University

Responsibilities**Eligible Employee Responsibility**

An Eligible Employee is to notify his/her supervisor of the need for Bereavement Leave as soon as possible after becoming aware of a death of a family member as identified in this policy.

Supervisor Responsibility

Supervisors are responsible for approving and scheduling the Bereavement Leave as outlined within this policy and recording the time in accordance with department and /or college practices.

Human Resources Staff Responsibility

Human Resources Staff is responsible for providing employees and supervisors with information regarding Bereavement Leave.

Procedures

Eligible Employees shall be allowed Bereavement Leave up to three days for the death of:

- A mother/father (to include step mother or father)
- A brother/sister (to include half brother or sister)
- A spouse
- A child (to include step child)
- Grandparent or grandchild
- In-Laws of the same kind
- Other persons with whom the employees has a “loco parentis” relationship.

The Eligible Employee shall notify his/her supervisor of the need for Bereavement Leave as soon as possible after the death. Supervisors Department Heads/Chairs are responsible for the scheduling of bereavement time off as outlined within this policy and recording the time in accordance with their department/college practices.

Eligible Employees may use Bereavement Leave, upon supervisor approval, for up to 6 months after their loss for bereavement and to handle personal affairs.

Eligible employees who experience a loss occurring when the University is closed may use Bereavement Leave upon their supervisor’s approval within 6 months of their loss. Bereavement Leave may not be used concurrently with University holidays.

Bereavement Leave hours are not added to work hours in the calculation of overtime.

Violations

Failure to notify a supervisor prior to taking time off for bereavement, without proper notice, will ~~may be~~ be subject to the employee to corrective disciplinary action in accordance with usual University practice and procedure Violations will be handled on a case by case basis.

Interpreting Authority

Director of Human Resources

Statutory or Regulatory References

N/A

Relevant Links

N/A

Adoption Review and Approval

Approved by ECU Board of Regents on April 23, 2007