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 Bereavement Leave is to provide Eligible Employees the necessary time to attend to personal affairs and grieve after the loss of a family member, as defined herein.

Entities Affected

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

Background

N/A

Definitions

Bereavement Leave:

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

Regular full-time and benefit eligible part-time employees.

Family Member:

- A mother/father (to include step mother, step-father and in-law)
- A brother/sister (to include half-brother, half-sister, step brother/step sister and in-law)
- A spouse
- A child (to include step child)
- Grandparent or grandchild
- Other persons with whom the employee has an in “Loco Parentis” relationship.
- Sponsored Dependent

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 Eligible Employee when the Eligible Employee was a child. A biological or legal relationship is not necessary.

Sponsored Dependent:

An individual who shares primary residence with the Eligible Employee and has lived with Eligible Employee at least twelve months prior, is at least the age of majority, is not a relative and is not employed by the Eligible Employee.

University:

Eastern Kentucky University

Responsibilities

Eligible Employee Responsibility

An Eligible Employee must notify his/her supervisor of the need for Bereavement Leave as soon as possible after becoming aware of the death of a Family Member, as identified in this policy.
An Eligible Employee must submit the requested Bereavement Leave for supervisor approval on either a leave request form (for exempt employees) or via a web time entry timesheet (for non-exempt employees).

Supervisor Responsibility

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

Human Resources Staff Responsibility

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

Eligible Employees shall be allowed Bereavement Leave up to three (3) days for the death of a Family Member:

- 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 employee has a “locus parentis” relationship.

The Eligible Employee shall notify his/her supervisor of the need for Bereavement Leave as soon as possible after the death of a Family Member. An Eligible Employee must submit the requested Bereavement Leave for supervisor approval on either a leave request form (for exempt employee) or via a web time entry timesheet (for non-exempt employee).

Supervisors are responsible for approving and scheduling of bereavement Bereavement Leave time off as outlined within this policy and recording reporting the time to University Payroll in accordance with their department/college practices University policies.

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

Eligible employees who experience a loss occurring when the University is officially closed may use Bereavement Leave upon their supervisor’s approval within six (6)
months of after their loss. Bereavement Leave may will 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 obtain a supervisor approval prior to taking time off for bereavement, Bereavement Leave without proper notice, may subject the employee Eligible Employee to corrective disciplinary action in accordance with usual University practices and procedures. Violations will be handled on a case by case basis.

### Interpreting Authority

Executive Director of Human Resources

### Statutory or Regulatory References

N/A

### Relevant Links

N/A

### Adoption Review and Approval

Approved by EKU Board of Regents on April 23, 2007