Policy title	Category
Bereavement Policy	Human Resources
Owner	**Approved by**
Human Resources	Business and Human Resources Office

Policy statement

Full and part-time staff employees are provided with paid time off for making arrangements, settling family affairs, bereavement, and/or a ttending the funeral or memorial service as follows:

- A maximum of five(5)days off with pay is permitted upon the death of a staff member's immediate family: (*Immediate family inclu des spouse, same sex domestic partner, children (birth, adopted, step), same sex domestic partner dependents, foster children, parents, spouse' or same sex domestic partner's parents, grandparents, brothers, sisters, relatives who have served as parents, and any other relative by birth or marriage who currently resides in the immediate household*.)
- One(1)day off with pay is permitted upon the death of a staff member's close relative.
- Four hours off with pay is provided as funeral leave for non-family members.
- A staff member may make a request to his/her supervisor to use vacation paid time off for the death of an immediate family mem ber if the staff member needs additional days off in excess of the time allowed under this policy.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.

Last revised date
March 7, 2009