



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.640~~23~~

DIVISION: Finance and Administration

TITLE: Bereavement ~~Leave~~

DATE: January 3, 2000

REVISED: October 10, 2007; January 1, 2012; ~~Month Day, Year~~

POLICY FOR: All ~~Full-Time~~ University Employees

AUTHORIZED BY: ~~Director, Department of~~ Human Resources

I. Purpose and Scope

The University recognizes the need for a period of bereavement following the death of a loved one.

II. Policy

A. General

1. Regular full-time employees are eligible for ~~bereavement leave two (2) days off~~ with pay due to the death of an immediate family member, as defined below. If additional time is needed for a particular occurrence, employees may use earned sick/medical leave or vacation leave. Any additional time must be approved by the supervisor/department head.
 - a. ~~An employee is eligible for five (5) days of bereavement leave for the following:~~
 - A parent, such as a mother, father, stepfather, stepmother, or other persons with whom the employee has a parental relationship
 - A child (including stepchild) or other persons with whom the employee has a parental relationship
 - A sibling, such as brother, sister, stepbrother, stepsister, half-brother, half-sister
 - A spouse
 - Other qualified dependent (OQD)
 - b. An employee is eligible for two (2) days of bereavement leave for the following:
 - Grandparent, including step grandparent

- Grandchild, including step grandchild
- Aunt/Uncle, including step Aunt/Uncle
- Niece/nephew, including step Niece/Nephew
- The following relationships created by marriage or OQD:
 - Mother/father
 - Brother/sister
 - Son/daughter
 - Child

c. An employee is eligible for up to one (1) working day, at the discretion of the Department Head, for other relatives, associates or close friends.

2. Employees should provide notice to supervisors/department heads immediately upon the death of the family member and in advance of bereavement leave being taken. Supervisors/department heads may require an obituary notice or other form of documentation to substantiate the authorization for leave with pay. Except in unusual circumstances, approved leave for bereavement purposes must *begin* within twelve (12) *calendar* days from the date of death.

~~An employee may be granted time off for bereavement leave for individuals who are not defined as immediate family. The initial two days of such leave should be charged to accumulated sick/medical leave with any remaining days charged to accumulated vacation leave. All time off must be approved in advance by the supervisor/department head.~~

3. There is no waiting period required for employees to be eligible for bereavement leave.

4. An employee who is not eligible for bereavement leave with pay or who needs additional time off, may request accrued vacation or sick leave. After appropriate accrued leaves have been exhausted, an employee may request a leave of absence.

B. Definitions

1. For purposes of this policy,

- a. Day - is defined as the number of hours regularly worked per week, divided by five.

~~Immediate family is defined as spouse or other qualified dependent (OQD), child, step child, OQD's dependent child, brother, sister, step brother, step sister, parent, step parent, grandchild, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law or brother-in-law.~~

- b. An OQD is defined as being financially interdependent and sharing primary residence with the employee, and has done so for the past twelve (12) months (for complete OQD eligibility requirements see [Other Qualified Dependent \(OQD\) Guidelines](#) which may be obtained through the WKU Department of Human Resources).

Commented [MH1]: Moved to above section.

III. Procedure

Time taken as bereavement leave **should not** be reported as vacation or sick/medical leave on the Leave Report Form (except in cases where leave exceeds the **policy allowance as noted above two day limit and as otherwise referenced above**). Absences related to bereavement should be documented and maintained in department/unit records as appropriate.

IV. Exclusions

V. Related Policies

See also: University Policy

VI. Reason for Revision

Benefits extended to OQDs and OQD's Dependent Children effective January 1, 2012.
Adjusted day allotment for varying relationships effective Month day, year

Appendices: