I. POLICY STATEMENT

The university recognizes that the occurrence of death in the immediate family may require an absence from work of a staff member for a period of time.

II. ENTITIES AFFECTED

Faculty and Staff

IV. DEFINITIONS

Funeral for immediate family members

A regular, full-time staff member may be allowed necessary absence with pay for attendance to funeral matters up to three days for cases involving parents, brother, sister, spouse, child, mother-in-law, father-in-law, grandchildren, or other persons for whom he is directly responsible.

In cases requiring extensive travel time, additional time off may be granted, except that the total allowance with pay for funeral matters will not exceed five working days.

Funeral for extended family members

In the case of a grandparent, sister-in-law, or brother-in-law absence with pay may be granted up to one day for funeral attendance.

In cases requiring extensive travel time, additional time off may be granted, except that the total allowance with pay for funeral matters will not exceed three working days.

Funeral for other relatives or friends

Time off, without loss of pay, may be granted at the discretion of the department head, to attend the funeral service of other relatives, associates or close friends. Such time off should not exceed one-half day.

Extending time allowances

In cases requiring time in excess of the above allowances or other absences requested for funerals of other relatives or friends will be granted without pay or may be charged to earned vacation.