

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Time Away From Work

Section Number: 9.04

Effective Date: 7/1/2020

SUBJECT: Bereavement Leave

Purpose:

Bereavement Leave is time away from the College to grieve the loss of an immediate family member. This leave allows an individual to make arrangements for and/or attend services without having to attend to work.

Applicable to:

Regular full-time and benefit-eligible part-time staff

Policy:

Identified staff may take up to five (5) paid working days of bereavement leave upon request. An immediate family member is understood to include mother, father, spouse, child, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, employee's grandparents, grandchildren, stepchildren, any minor child for whom the employee is standing in loco parentis; and any relative or significant other living in the household of the employee. Bereavement days are meant to be taken consecutively.

One (1) day may be taken to attend the funeral of other relatives of the employee or for any friend living in the household. If additional time is required, the employee may request to use Earned Time.

Procedure:

An employee is required to inform their Manager of the dates Bereavement Leave will be taken. These days will be assigned as Bereavement within the ADP Workforce Now system.