

Bereavement Leave (BRL)

NON UNIT PROFESSIONAL (NUP) and GRANT FUNDED NUP's

Bereavement leave without loss of pay for a maximum of seven (7) consecutive working days is available for employees who need to take time off due to the death of a spouse, child or step-child. Four (4) consecutive working days is available for employees who need to take time off due to the death of a parent, step-parent, brother, step-brother, sister, step-sister, grandparent, grandchild or parent of a spouse or person permanently residing in the immediate household. Two (2) consecutive working days is available for employees who need to take time off due to the death of an employee's son-in-law, daughter-in-law or of the spouse's brother, sister, grandparent or grandchild. One (1) day is available in the event of the death of an employee's aunt, uncle, or cousin. An employee may request to defer his/her bereavement leave for the above-named relatives to a later date based on the scheduling of a memorial service. The immediate supervisor should be notified as soon as possible regarding the circumstances.

FACULTY

Bereavement leave without loss of pay for a maximum of seven (7) consecutive working days is available for employees who need to take time off due to the death of a spouse, domestic partner, child or step-child. Four (4) consecutive working days is available for employees who need to take time off due to the death of grandparents, parent of either spouse, grandchildren, step-parent, step-brother, step-sister, brother or sister of a unit member, or of a person living in the immediate household of a unit member. An employee may request to defer one day of leave for the above-named relatives to a later date based on the scheduling of a memorial service. The immediate supervisor should be notified as soon as possible regarding the circumstances.

UNIT PROFESSIONAL and GRANT FUNDED UNIT PROFESSIONALS

Bereavement leave without loss of pay for a maximum of seven (7) consecutive working days is available for employees who need to take time off due to the death of a spouse, domestic partner, child or step-child. Four (4) consecutive working days is available for employees who need to take time off due to the death of grandparents, parent of either spouse, grandchildren, step-parent, step-brother, step-sister, brother or sister of a unit member, or of a person living in the immediate household of a unit member. An employee may request to defer one day of leave for the above-named relatives to a later date based on the scheduling of a memorial service. The immediate supervisor should be notified as soon as possible regarding the circumstances.

CLASSIFIED CLERICAL, TECHNICAL, MAINTENANCE, AND SECURITY (AFSCME)

Bereavement leave without loss of pay for a maximum of seven (7) consecutive working days is available for employees who need to take time off due to the death of spouse, child or step-child within thirty (30) calendar days of the death. Bereavement leave without loss of pay for a maximum of four (4) consecutive working days is available for employees who need to take time off due to the death of a parent, step-parent, brother, step-brother, sister, step-sister, grandparent, grandchild, or parent of a spouse, or person permanently residing in the immediate household. A maximum of two (2) consecutive working days shall be available for the death of an employee's son-in-law, daughter-in-law, spouse's brother, sister, grandparent, or grandchild. A maximum of one (1) day of paid bereavement is available for the death of an employee's niece, nephew, aunt, uncle, first cousin, spouse's brother-in-law or sister-in-law, or the employee's brother-in-law/sister-in-law's spouse. An employee may request to defer one day of leave for the above-named relatives to a later date based on the scheduling of a memorial service. The immediate supervisor should be notified as soon as possible regarding the circumstances.

Note: This information is meant as a summary only and is subject to change. More detailed information can be found in the appropriate Employee Policies Handbook or from the Collective Bargaining Agreement for each category of employee.