



# SAINT LOUIS UNIVERSITY

## BEREAVEMENT LEAVE POLICY

**Procedure Number:**

**Version Number: 1**

**Classification:**

**Effective Date: 8/10/2012**

**Responsible University Office:** Vice President Human Resources

### 1.0 INTRODUCTION

The University provides paid bereavement leave in the unfortunate event that an employee suffers the death of a family member.

### 2.0 PURPOSE

This policy provides time off and income protection for eligible employees during the death of a family member.

### 3.0 PERSONNEL AFFECTED

This policy applies to all regular full-time and part-time faculty and staff, with the exception of employees in a collective bargaining unit or employees of the Madrid campus.

### 4.0 DEFINITIONS

Not applicable.

### 5.0 POLICY

Staff members with a death in the immediate family may take up to three (3) days bereavement leave with pay upon the request to their supervisor. Immediate family members are spouse, children, mother, father, siblings (half and step), grandparents, grandchildren, in-laws and any other relative who lives in the family household. Bereavement leave pay will be based on the employee's base hourly rate and regular working hours. If necessary, staff members may arrange with their supervisor to use vacation days or take an unpaid leave of absence in addition to the three (3) days of bereavement leave.

## **6.0 RESPONSIBILITIES**

Managers are responsible for administering this policy. It is the employee's responsibility to provide advance notice as possible. Time keepers are responsible for accurately tracking bereavement time.

## **7.0 PROCEDURES**

Not applicable.

## **8.0 REFERENCES**

Not applicable.