

## **BEREAVEMENT LEAVE (PAID)**

All staff employees are eligible. In the event of a discrepancy between these policies and procedures and a collective bargaining agreement, the terms of the collective bargaining agreement will govern. Excluded are faculty and those claiming student status (including teaching and research assistants).

A staff employee may take paid time off for bereavement related to the death of an immediate family member. For the purpose of this policy, "immediate family" is defined as spouse, domestic partner, significant other, child, parent, sibling, stepbrother or stepsister, stepchild, stepfather or stepmother, grandparent, grandchild, niece or nephew, son-in-law or daughter-in-law, mother-in-law or father-in-law, sister-in-law or brother-in-law, aunt or uncle.

The number of days taken may range from one (1) to five (5); the length of the leave is at the discretion of the staff employee's supervisor. A supervisor may limit a request for leave based on business necessity. Additional time may be granted at the discretion of the department head; this additional time must be taken as leave without pay unless the staff employee requests that it be charged to vacation accruals.

Failure to notify the supervisor prior to taking time off and/or failure to return to work at the end of bereavement leave may be cause for disciplinary action which may result in termination.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.

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Issued by: Todd R. Dickey  
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