

LINCOLN UNIVERSITY

Policy:	Leaves and Absences other than FMLA and Workers Compensation Leaves
Policy Number:	HRM – 112
Effective Date:	July 1, 2009
Revisions:	Replaces Section 6 – Bereavement Leave, effective February 2020 University Policies #412 Leave Time and #415 Leave Time Donation, August 2011
Next Review Date:	August 2020
Review Officer:	Vice President for Human Resources
Status:	Approved by President and Board of Trustees and Active

6. Funeral and Bereavement Policy

- 6.1 Except to the extent that a CBA applicable to the employee provides otherwise, each regular full-time employee shall, upon the completion of any probationary period applicable to the employee's position, be entitled to Bereavement Leave as defined in this section.
- 6.2 Regular Full-Time Staff Employees are eligible for paid funeral or bereavement leave. All other employees, except as noted herein, may be eligible for unpaid funeral or bereavement leave. Time off from work is for handling funeral arrangements and attending funeral and memorial services. Faculty and Research Associates are not covered under this policy. Time off for funeral or bereavement is at their department's discretion.
- 6.3 Bereavement for Immediate Family
 - 6.3.1 A maximum of five (5) consecutive working days of leave may be granted per occurrence in the event of death of a benefits-eligible employee's spouse*, child (natural, adopted or step), parent (natural, adopted or step), sister, brother, or any relative residing in the employee's household on a permanent basis or for whom the employee is the primary caregiver.

*The U.S. Supreme Court has recognized same-sex marriage as legal in all 50 states, and therefore, the University will only offer the herein described benefits for spousal relationships (both opposite-sex and same-sex spouses) and not for opposite-sex or same-sex domestic partner relationships, where the parties are legally permitted to marry, but choose not to do so.

6.4 Bereavement for Extended Family

- 6.4.1 A maximum of three (3) consecutive working days of leave may be granted per occurrence in the event of death of a benefits-eligible employee's mother-in-law, father-in-law, grandparent, grandparent-in-law, grandchild, aunt, uncle, son-in-law, daughter-in-law or sibling of the employee's spouse.

6.5 Non-family Member

- 6.5.1 With supervisory approval, time off may be granted to attend the funeral of a close relative who does not meet the definition of immediate or extended family given above, or non-relative with whom the employee has a close personal relationship. Such absences will be charged, with supervisory approval, to accrued vacation, personal days or leave without pay.

6.6 Documentation

- 6.6.1 Employees must submit a written request for bereavement leave to their immediate supervisor for approval prior to taking such leave. The University reserves the right to request documentation, such as an obituary or funeral program, as proof of the death.

6.7 Miscellaneous

- 6.7.1 If a loss occurs while the eligible employee is on vacation he/she can take the extra days to attend a funeral in accordance with the Funeral and Bereavement Policy. The employee must contact his/her supervisor immediately and inform him/her of the change of plans.
- 6.7.2 Bereavement Leave must be taken within two (2) calendar weeks of the date of death of the immediate or extended family member or non-family member.
- 6.7.3 Bereavement Leave pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as overtime or shift differentials.
- 6.7.4 Employees may extend his / her Bereavement Leave for up to two weeks upon written request and approval by his / her immediate supervisor and the Office of Human Resources. An employee may utilize paid time off for sick and / or vacation leave or unpaid leave during the approved extended Bereavement Leave period.