



FUNERAL BEREAVEMENT LEAVE

POLICY

All regular, full-time employees are entitled to paid funeral/beravement leave following the death of their: spouse, domestic partner or child, (not to exceed 5 work days); mother, father, brother, sister, or any in-law living in the employee's household (not to exceed 3 work days); grandchild, grandparent, aunt, uncle, or cousin, (not to exceed 2 work days). In addition, College employees may be given a reasonable length of time off to attend the funeral of a fellow worker or close friend, providing that their department head approves such and sufficient leave time is available.

Submission of an approved Request for Leave form should be provided to payroll.

THIS IS NOT A CONTRACT OF EMPLOYMENT, EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.