FUNERAL BEREAVEMENT LEAVE

POLICY

All regular, full-time and part-time employees are entitled to paid funeral/bereavement leave following the death of a family member.

Employees are eligible for bereavement leave as follows:

Up to five (5) consecutive scheduled workdays at regular pay in the event of an immediate family member: spouse, child, step-child, parent, and step-parent.

Up to three (3) consecutive scheduled workdays at regular pay for the following family members: sibling, step-sibling, grandchild, mother/father in-law, grandparent, or close relative living in the employee's household.

Employees are eligible for this leave upon date of hire. Part-time employees are eligible to receive leave based on normal scheduled hours.

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.

If a death in the family occurs during an employee's vacation, the vacation pay will end and bereavement pay will begin on that day.

If a death in the family occurs while an employee is absent from work due to a non-work related illness or injury, bereavement pay will be made.

Employees who are on leave or are not on the active payroll are not eligible for bereavement pay.

Submission of an approved Request for Leave form should be provided to payroll upon return from leave for the purpose of tracking benefits.

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.