



HR Related Policies & Procedures

Eff. Date: October 22, 2004

Revised:



FSU-HRPP 04:31

Funeral/Bereavement Days

COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Bargaining Unit Employees

<http://www.ferris.edu/htmls/administration/trustees/boardpolicy/6sub6-0.htm>

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining unit agreement \(CBA\)](#). Please refer to the CBA for details.

BOT POLICY

Sec. 6-700. Statement of Principle. The University provides various benefits to its full-time employees to allow them to take time off from their work duties. The President, or his/her designee, shall develop policy and procedures regarding the accumulation, use and other administrative consideration of these benefits. The collective bargaining unit agreement will define the benefit for employees covered under the terms of such agreement.

Sec. 6-704. Funeral/Bereavement Days. Non-bargaining unit, continuing full-time employees may be granted up to four (4) consecutive business days of paid leave to attend funeral/memorial services in the event of the death of a designated member of the immediate family and up to one day off to attend the funeral/memorial service of other designated individuals or family members. If the funeral/memorial service is to take place more than 300 miles from the employee's residence, an additional day may be granted for travel time.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. For purpose of this policy, immediate family member includes current spouse, mother, father, child, son-in-law, daughter-in-law, stepchild, stepparent (current spouse of parent), sister, brother, grandchild, grandparent, or parent of spouse.
- II. One day paid leave may be granted to attend the funeral/memorial service of an aunt, uncle, niece, nephew, sister-in-law, brother-in-law, or any person with whom the employee is presently making his/her home.

- III. If the funeral/memorial service is to take place more than 300 miles from the employee's residence, an additional day for travel time may be requested and then approved by the supervisor.
- IV. Depending upon the University's work schedule, the approved number of days off from work may vary but will not exceed the allowable maximums. Approved bereavement days must be consecutive and coincide with the day of the funeral/memorial service. If the employee does not attend the funeral/memorial service, days off will not be granted.
- V. Because it is the University's intent to allow employee time off for bereavement situations, unusual situations not discussed in this procedure, but which may require time off, should be discussed with Human Resources (HR).
- VI. The employee may be required to provide confirmation of the death or attendance at the funeral/memorial service

RESPONSIBILITY

Employee: Must notify supervisor as soon as possible to request the time off. Employee must complete the required Excused Absence slip, indicating the days off he/she is requesting.

Supervisor: Must determine how many days the employee may be off work and inform the employee.

Refer Questions To: *Human Resources*