



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: February 1, 2018

FSU-HRPP 2018:03

Bereavement Days

COVERED EMPLOYEES

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

[Board of Trustees Employee Definitions](#)

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. Bereavement Days. Non-bargaining unit, continuing full-time employees may be granted up to four (4) business days of paid leave in the event of the death of a designated member of the immediate family and up to one day off for 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 members includes current spouse, mother, father, child, son-in-law, daughter-in-law, stepchild, stepparent (current spouse of parent), sister, brother, step-brother, step-sister, grandchild, grandparent, grandparent of spouse, parent of spouse, or stepparent of spouse.
- II. One day paid leave may be granted due to death of an aunt, uncle, niece, nephew, sister-in-law, brother-in-law, step-grandparent or any person with whom the employee is presently making his/her home.
- III. Depending upon the University's work schedule, the approved number of days off from work may vary but will not exceed the allowable maximums.
- IV. 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).

RESPONSIBILITY

Employee: Must notify supervisor as soon as possible to request the time off.

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

Refer Questions To: *Human Resources*