

## Human Resources: Bereavement Leave

The Executive Vice President, Vice Presidents, Department Chairs and Administrative Managers are authorized to grant paid Bereavement Leave to regular employees. Bereavement leave is in addition to Vacation, Family Illness, and Occasional Illness time, and will be granted to cover absences associated with a death in the immediate family or household.

### Death in the Immediate Family or Household

To ensure equal treatment for all benefit eligible employees (including full-time, 1/2-time, 3/4-time, Visiting and Postdoctoral Investigators with one + appointment), and consistency among supervisors in granting Bereavement Leave, the following categories apply:

#### Category A (up to 5 days) for:

Spouse

Son/Daughter

Mother/Father

Brother/Sister

Step-Mother/-Father

Step-Child

#### Category B (up to 3 days) for:

Grandmother/Grandfather

Mother-/Father-in-law

Brother-/Sister-in-law

Daughter-/Son-in-law

Other relatives residing in the employee's home

*Last updated: October 3, 2014*

Copyright ©2007 Woods Hole Oceanographic Institution, All Rights Reserved.

Mail: Woods Hole Oceanographic Institution, 266 Woods Hole Road, Woods Hole, MA 02543, USA.

E-Contact: [info@whoi.edu](mailto:info@whoi.edu); press relations: [media@whoi.edu](mailto:media@whoi.edu), tel. (508) 457-2000

Problems or questions about the site, please contact [webdev@whoi.edu](mailto:webdev@whoi.edu)