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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

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