

Bereavement Leave Policy

I. POLICY STATEMENT

Auburn University provides Bereavement Leave to eligible employees. All leave programs are administered in accordance with state and federal laws.

II. POLICY PRINCIPLES

- A. Eligible employees may be granted paid leave up to 3 working days for the bereavement of an immediate family member.

- B. One additional day may be granted for travel purposes when the family gathers more than 100 miles from the regularly assigned work site or two additional days (i.e., five days total) when the family gathers more than 200 miles from the work site. Mileage will be determined using the University travel regulations. Supervisors may request documentation. Bereavement leave is separate from all other types of paid leave.

- C. Eligible employees are allowed up to four hours of bereavement leave, with supervisor approval, to attend the funeral of a fellow regular employee or retiree within the Auburn System, provided such absence from duty will not interfere with normal operations of the department/unit.

III. EFFECTIVE DATE

May 1, 2018

IV. APPLICABILITY

This policy is applicable to all eligible employees.

V. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Executive: Associate Vice President, Human Resources

Responsible Officer: Associate Director, Benefits Payroll and Records

VI. DEFINITIONS

- A. **Eligible Employee:** For purposes of this policy, employees eligible to participate in Auburn University Leave Programs must be on a regular appointment of 50 percent time or more and expected to be employed for 12 months or longer.

(All paid leaves will be allowed proportionately for an **eligible** employee on a part-time appointment)

- B. **Immediate Family:** For purposes of this policy, immediate family includes spouse, sponsored adult dependent, son, daughter, parents, stepchild, sponsored child dependent, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, and grandparent-in-law.

- C. **Bereavement:** a period of mourning or handling of affairs after a loss, especially after the death of a loved one.

D. **Leave Charged:** The number of hours of paid leave charged for a day's absence from work will equal the number of hours the employee would otherwise have been scheduled to work on that day.

VII. POLICY PROCEDURES

Bereavement Leave should be requested utilizing the University approved time management system.

VIII. SANCTIONS

Violations of this policy will be addressed through appropriate disciplinary action.

IX. EXCLUSIONS

Departments may not establish separate policies on leave.

X. INTERPRETATION

Associate Vice President, Human Resources