

**Title:** Bereavement Leave Policy  
**Reference:** 773.10

Initial Action: June 21, 1979  
Board Agenda: 79-116; 95-112, 18-047  
Last Revised: 9/27/18  
Policy:  
Procedure: 9/27/18  
Last Reviewed: 10/27/2021  
Changes Effective: 11/11/2021  
Next Review: 11/11/2024  
Responsibility: Human Resources

**Policy:**

All full-time employees are entitled to leave with pay consistent with this policy.

**Procedure:**

All full-time employees shall be entitled to leave with pay for a maximum of five (5) workdays in the case of death in the immediate family. Immediate family is defined as spouse, child, step-child, parent, parent-in-law, legal guardian(s), grandparent, grandchild, brother, sister, or any other related person living in an employee's household.

All full-time employees shall be entitled to leave with pay for a maximum of three (3) workdays in the case of death of a great-grandparent, uncle, aunt, niece, nephew, grandparent in-law, sister-in-law, or brother-in-law.

Personal bereavement leave must be taken within a reasonable time from the day of the death or day of the funeral. Bereavement leave should generally be taken between the date of death and two days following burial. If the employee needs additional time beyond the 5 or 3 days provided by this policy, then he/she must use another form of leave.

Bereavement leave is not available when the college is closed.

Part time employees are not eligible for Bereavement Leave.

Employees (classified staff, 12-month faculty, and 10-month faculty) may use annual leave (if available and consistent with the College's annual leave policy) to attend the funeral and/or memorial services for situations not covered by Bereavement leave.

The College reserves the right to ask for proof of bereavement leave, including but not limited to proof of obituary.