



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-2004	Policy Title:	Bereavement Leave
Effective:	Prior to 2007	Responsible Office:	Human Resources
Date Approved:	Prior to 2007	Approval:	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:	N/A	Responsible University Official:	Sr. Associate Vice President, Human Resources

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

HRM-2004.1 – Policy Statement

When a death occurs in an employee’s immediate family, that employee will be allowed necessary time off with pay up to a maximum of three days to attend the funeral and/or make funeral arrangements. If additional time off is needed, the employee may request vacation time.

Immediate family, for this benefit, is defined as the employee’s:

- Brother or sister
- Children
- Grandparent
- Grandchildren
- Parents (or legal guardians)
- Spouse
- Spouse’s parents

HRM-2001- Bereavement Leave Policy

Regarding the death of aunts, uncles, nephews, nieces, other relatives, and very close friends, necessary time off will be granted on the day of the funeral.

HRM-2004.2 – Procedures

Bereavement leave will not be deducted from the employee's sick leave or vacation leave balances. Please notate Bereavement Leave when documenting on time card (non-exempt personnel), monthly leave record (exempt personnel), or on-line through [Banner Web](#).

RELATED POLICIES:

No related policies

POLICY BACKGROUND:

Policy in existence prior to 2007

Revisions in January 2019 reviewed by President's Cabinet and Academic Cabinet prior to approval by the Executive Vice President and Chief Operating Officer.

POLICY CONTACTS:

Sr. Associate Vice President, Human Resources