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.

INDEX:

HRM-2004.1 .....Policy Statement
HRM-2004.2 .....Procedures

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/same-sex domestic partner
- Spouse’s/same-sex domestic partner’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

POLICY CONTACTS:

Sr. Associate Vice President, Human Resources