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.

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
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.

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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:**

Chief Human Resources Officer