Bereavement Policy

POLICY STATEMENT

This policy defines the days off that may be taken upon the passing of a covered family member.

REASON FOR THE POLICY

This policy outlines the rights and responsibilities of an employee who is requesting bereavement leave.

POLICY

Bereavement Leave is granted to employees who are in a benefits eligible position. In the event of death in the immediate family, an employee eligible for Bereavement Leave will be allowed up to three (3) consecutive working days off to arrange and attend the funeral. If the employee is required to travel out of state to arrange and attend the funeral, up to five (5) working days will be allowed.

For purposes of this policy, an employee's immediate family is defined to include the employee’s current spouse, domestic partner, parent, sibling, child and child-in-law, parent-in-law, siblings-in-law, grandparent, grandparent-in-law, and grandchild, or any other person who is a member of the employee’s household. A “parent” is defined as a biological parent, step-parent, adoptive parent, or a surrogate parent. A “child” is defined as a biological child, adoptive child, step-child or foster child.

The employee will be paid at regular pay for each day of absence up to the three or five days allowed under this policy. If requested, documentation of the death will be required, such as a death certificate, a published obituary, or written verification of death, burial, or memorial services. Staff employees regularly scheduled to work part-time will receive prorated benefits in accordance with their work schedule. For example, an employee regularly scheduled to work 20 hours per week will be eligible for 4 hours of pay; and at 30 hours per week, 6 hours of pay. If an employee requires more than three to five days allowed under this policy, the employee may request a personal leave of absence for additional unpaid time or may request the opportunity to use any accrued vacation time. Faculty may consult with the Office of Faculty Affairs for more information on pay options.

OFFICE RESPONSIBLE FOR THE POLICY

Human Resources
Contact: Tim Frenchcampbell, frenchca@chapman.edu, 714-997-6979

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/bereavement-policy.pdf
WHO APPROVED THIS POLICY

Senior Staff
Date Approved: 9/8/2020

(signed)

_________________________________________
President

PUBLICATION DATES:

Effective: 11/1/2020

RELATED MATERIALS:

N/A