



# Bereavement Leave

Florida Institute of Technology

Personnel Policies & Procedures

Applicability Employee Classes:

All except: Temporary and Student Employees

Effective:

9/4/98

Approved:

[Signature on File]

Lynn E. Weaver, President

Page 1

Of 1

## A. POLICY

The University provides time off with pay to deal with the loss of an immediate family member.

## B. DEFINITIONS AND PROCEDURES

1. Employees assigned to the following employee classes are covered by this policy: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 16, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60 and 61. See the *Employee Class* policy for an explanation of the employee classes.
2. For the purpose of this policy, "immediate family member" is defined as spouse, parents (including step-parents and in-laws), children (including step-children), siblings, and grandparents of the employee. A request for an exception to the definition of "immediate family member" must be submitted, in writing, to the Director of Human Resources.
3. The maximum allowed length of paid Bereavement Leave is three (3) workdays per occurrence.
4. Leave taken in excess of the amount provided in section B(3), above, may be charged to vacation leave, personal holiday, and/or leave without pay. Sick leave may not be used for bereavement leave without a physician's statement.
5. Absence due to the death of an individual not defined as an "immediate family member" covered by this policy is chargeable to vacation leave, personal holiday, and/or leave without pay.
6. If an employee is on pre-approved vacation leave and finds it necessary to attend a funeral of an "immediate family member" as defined by this policy, a maximum of three (3) days of leave may be reported as Bereavement Leave rather than Vacation Leave.