Proposed Amendments for Bereavement Leave
Civil Service Employment Rules

Updated: December 11, 2019

Reason for Civil Service Employment Rule amendment:
This proposal is to provide Civil Service employees paid bereavement leave upon the death of an immediate or other family member or University colleague. The University is supportive of the employees who are experiencing a significant personal loss.

There is a hardship for Civil Service employees who experience a personal loss and their sick/vacation time is exhausted or nearly exhausted. For extended absence, the University strongly encourages responsible administrators/supervisors to be flexible in granting requests for additional paid (as available and appropriate) and unpaid leave time beyond the paid bereavement leave provisions.

Proposed Civil Service Employment Rule amendments:

11.5 General Provisions for Sick Leave and Bereavement Leave

11.5.13 Sick leave may be used with appropriate notification when a death occurs in the employee's family. Employee’s family in this instance shall mean spouse, domestic partner, children (including foster children and step children), siblings, parents, parents-in-law of the employee, grandparents, guardian, wards or grandchildren of the employee or employee’s spouse or domestic partner. The time shall be limited to what is reasonably necessary to make funeral arrangements and/or to attend funeral services. The University provides eligible employees with paid bereavement leave upon the death of an immediate or other family member or University colleague. This leave is granted for purposes of:
- Attending the funeral, services, ceremonies, and/or interment
- Making necessary arrangements
- Travel related to the death
- Bereavement time
The following chart details the provisions related to the death of an immediate or other family member or University Colleague.

<table>
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<tr>
<th>Relation to Employee</th>
<th>Provisions</th>
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<tbody>
<tr>
<td>Immediate Family Member</td>
<td>Up to three work days paid bereavement leave and up to two additional work days of leave at the discretion of the responsible administrator/supervisor and upon consideration of the funeral location (local or long distance), cultural expectations, rituals, ceremonies and other pertinent factors</td>
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<tr>
<td>Other Family Member</td>
<td>One work day paid bereavement leave</td>
</tr>
<tr>
<td>University Colleague</td>
<td>Reasonable paid bereavement leave to attend the funeral or service. Leave is subject to the needs of the department as determined by the responsible administrator/supervisor.</td>
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Employee’s immediate family in this instance shall mean (1) Their spouse or domestic partner, (2) the employee’s: (a) biological, adoptive, step, or foster child or ward; (b) parent or parental equivalent; or (c) sibling, and (3) the employee’s spouse’s or employee’s domestic partner’s: (a) biological, adoptive, step, or foster child or ward; (b) parent or parental equivalent; or (c) sibling.

Employee’s other family member in this instance shall mean the employee’s: children’s spouse or domestic partner; grandparents, grandchildren, aunts, uncles, nieces or nephews, and first cousins.

11.5.14 In addition, with the approval of the supervisor or responsible administrator, employees may use sick leave to serve as pallbearers or attend funerals of other individuals not identified above.