

## BEREAVEMENT LEAVE

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### **SUMMARY**

Wake Forest University recognizes the importance of family and the difficulties employees face following the loss of a loved one. For that reason, the University grants paid leave for bereavement. This policy supersedes all previously published policies pertaining to funeral leave.

### **ELIGIBILITY**

All staff who are regularly scheduled (budgeted) to work 1000 or more hours a year are eligible for bereavement leave.

The number of hours of paid bereavement leave are prorated for regular part-time staff based on the individual's full time equivalency (FTE).

Staff hired to work less than 1000 hours annually are considered to be temporary and are not eligible for bereavement leave.

### **TIME OFF**

Following the death of a staff member's "immediate family member", the staff member can take up to three days off with pay. "Immediate family member" means a staff member's parent, spouse, child or grandchild (including a step- or adopted child or grandchild), sibling (including a step or half-sibling), step-parent, grandparent, father-in-law or mother-in-law. A "qualified domestic partner" is considered an "immediate family member" of a staff member, as are the children and parents of such domestic partner. Normally, the time off is available only in the week following the death. However, staff with legal responsibility for settling the estate of the deceased immediate family member may use part of the three days for this purpose at a later time.

Staff can take one day off with pay to attend the funeral of a relative outside the immediate family.

Staff granted additional time off to attend out-of-town funerals may designate the additional time off as vacation, personal leave, or leave without pay as approved by the appropriate supervisor.

### **ADDITIONAL PAY**

Employees are not eligible for holiday pay or administrative leave pay while on bereavement leave.

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### **NOTICE REQUIREMENT**

Bereaved staff are to notify their supervisors at the earliest possible time when taking bereavement leave.