



## Policy 4.23 Bereavement

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Leave Policies

**Effective Date:** March 29, 2007

**Last Revision:** December 12, 2013

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### Overview

Emory is concerned about the well-being of its employees and views bereavement leave as a benefit that assists employees during times of need.

### Applicability

Regular employees who work at least 20 or more hours per workweek are eligible for paid bereavement leave. All temporary employees, except rehired retirees, are not eligible for bereavement leave.

### Policy Details

Bereavement leave may be granted for:

- Attendance at a funeral or comparable service.
- Related travel time.
- Time necessary to conduct arrangements or other necessary business.

#### PROVISIONS

Absence may be compensated for up to five days per occurrence for an immediate family member identified as grandparent, parent, step-parent, legal guardian, parent-in-law, spouse, same-sex domestic partner, child, step-child, grandchild, legal ward, sibling, and any other individual residing in the employee's home.

In the event of the death of any other relative, absence may be compensated for up to three days per occurrence

Absence may be compensated at the supervisor's discretion for an employee to attend the funeral of a close friend. The amount of time granted depends on the relationship the individual has with the deceased, the individual's level of responsibility for the arrangements, travel time needed, status of work in the employee's department, and other relevant circumstances.

Should additional time off be required in excess of bereavement leave the employee may request vacation, floating holiday, or holiday leave.

An exempt employee will be charged for a full day of bereavement leave if he or she is absent from work for 4 or more

hours in a workday.

Examples:

- If a monthly employee works for 4 or more hours, then takes the rest of the day off as bereavement leave, he or she will not be charged for bereavement leave.
- If a monthly employee works 1 or 2 hours and takes the rest of the day as bereavement leave, the employee will be charged for 4 hours of bereavement leave.
- If the employee takes the entire day off as bereavement leave, the employee will be charged for 8 hours of bereavement leave.

For part-time employees, proportional leave deductions apply based on the number of hours the employee is scheduled to work. For employees who work flexible schedules, Human Resources will work with managers to implement the change to fit the facts of the schedule.

### **REQUESTING LEAVE**

An employee is responsible for requesting leave from his/her immediate supervisor or designee as soon as possible. A supervisor may request an obituary or other supporting documentation from the employee in conjunction with the request.

### **PROCEDURE**

Each department is responsible for the maintenance of bereavement leave records for employees within the department. Bereavement leave hours shall be recorded as BRV on employees' leave record forms and on TAS/timesheets of biweekly paid employees. Bereavement leave hours for nonexempt employees are not added to hours worked in the computation of overtime.

### **Related Links**

- Current Version of This Policy: <http://policies.emory.edu/4.23>
- <http://policies.emory.edu/4.23> (http://)

### **Contact Information**

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
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### **Revision History**

- Version Published on: Oct 05, 2012
- Version Published on: Oct 05, 2012
- Version Published on: Sep 02, 2009
- Version Published on: Jun 22, 2012
- Version Published on: May 08, 2007 (*Amended 4/8/07*)

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