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4.400 Hours of Work and Leave (Human Resources)

4.000 Human Resources

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December 2011

4.425 Bereavement Leave "Effective June 27, 2016, the University underwent a major reorganization. Some positions in this policy no longer exist. Inquiries regarding such changes should be addressed to the Responsible Administrator identified in the policy header."

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"4.425 Bereavement Leave "Effective June 27, 2016, the University underwent a major reorganization. Some positions in this policy no longer exist. Inquiries regarding such changes should be addressed to the Responsible Administrator identified in the policy header."" (2011). *4.400 Hours of Work and Leave (Human Resources)*. Paper 10.  
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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		<b>Bereavement Leave</b>  <b>Policy 4.425</b>	
<b>Human Resource Policies</b>		Effective date: <b>December 6, 2011</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	December 6, 2011
Revised			
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees

## I. Introduction and Purpose

Antioch University (“AU” or the “university”) recognizes that a time of bereavement is very difficult for our employees. The university therefore provides paid bereavement leave to eligible employees to ensure that they are able to make arrangements for, and to attend the funeral or other appropriate service as noted below. In addition, bereavement counseling is available through the employee assistance program.

This policy applies to all benefits-eligible employees, and sets forth the guidelines to be used when employees suffer the loss of a loved-one or fellow employee of the university. This policy shall not apply to employees in a recognized bargaining unit.

## II. Benefit Allowance

### A. Immediate Family

Employees are eligible for up to five consecutive workdays of paid bereavement leave for the death of the employee's spouse, domestic partner, parent, child, or sibling, and corresponding in-law, step or domestic partner relative.

**B. Loved-one Living in Employee's Home**

Employees are eligible for up to five consecutive workdays of paid bereavement leave for the death of loved-ones residing in the employee's home including grandparent, grandchild, uncle, aunt, niece, nephew, or first cousin and corresponding in-law, step or domestic partner relative.

**C. Relative**

Employees are eligible for up to one workday of paid bereavement leave for the death of the employee's grandparent, grandchild, uncle, aunt, niece, nephew, or first cousin and corresponding in-law, step or domestic partner relative.

**D. Fellow Employee**

Employees are eligible for up to one-half workday of paid leave to attend the funeral of a fellow AU employee, subject to the staffing needs of the employee work area and with supervisor approval.

**E. Other Relationships**

In the event of the death of other family members or close friends not addressed above, eligible employees may use one day of sick leave to attend the funeral or memorial service provided they have the leave available. If the leave is not available then supervisors in coordination with HR may approve unpaid leave.

**III. Amount of Benefit**

A. If employees have the need for additional time off beyond what is outlined above, they should make arrangements with their supervisor to take vacation or in some cases, unpaid time off.

B. One workday of leave under this policy equals the number of hours the employee was scheduled to work on the day of leave, excluding overtime.

C. Exempt employees, as defined under the Fair Labor Standards Act, will be paid their regular salary for each workday of leave.

D. Non-exempt employees, as defined under the Fair Labor Standards Act, will be paid their regular, straight-time hourly rate for each workday of leave and hours paid for bereavement leave will not count as actual hours worked in computing overtime pay liability.

- E. The benefit will be paid in the employee's regular paycheck.

**IV. Procedures for Requesting and Using Bereavement Leave**

- A. It is important that employees notify their supervisor as soon as possible if they will require a bereavement leave, so that alternate arrangements can be made to cover work tasks and duties to report for work due to bereavement, they should notify their immediate supervisor or other designated person. Such notification should be made as soon as possible but not later than one-half hour after the time the employee is scheduled to begin work.
- B. Bereavement leave use should be indicated on the employee's timesheet and is paid separate, not requiring it to be taken from the employee's other leave balances except as indicated above.
- C. Bereavement leave is to be utilized within fourteen (14) days of the date of death. Exceptions for unusual circumstances (e.g. remains must be transported from overseas or memorial services which fall beyond 14 days after the death) must be coordinated with HR.
- D. Supervisors or HR may ask employees verification of the death, such as a printed obituary, death notice, or funeral service program before bereavement pay will be authorized. Failure to provide such certification within 48 hours of returning from a bereavement leave if requested will result in an unpaid leave and in some cases could lead to discipline as described in the Corrective Action and Discipline Policy # 4.617.

**Policy Cross References**

Corrective Action and Discipline	Policy # 4.617
Benefits Eligibility	Policy # 4.701