



# University of New Haven

## *Human Resources Policy*

<b>Policy / Procedure Title</b>	<b>Applicability / Scope</b>	<b>Purpose</b>	<b>Effective Date</b>	<b>Responsible Party</b>	<b>Pages</b>
Bereavement Leave Policy	Administrative Non-Union Employees	Provide Administrative Employees with explanation of bereavement leave	7/1/23	Associate Vice President Human Resources & Organizational Development	1

It is the University's policy that all eligible members of the University community be allowed reasonable time to arrange for and/or attend the funeral of their family members without the loss of wages for that period.

Eligible employees will be granted time off with pay to arrange for and/or attend the funeral of the **employee's** relative as follows:

<b>Relationship to Employee</b>	<b>10 Days</b>	<b>5 Days</b>	<b>1 Day</b>
<b>Spouse/Domestic Partner</b>	X		
<b>Mother</b>	X		
<b>Father</b>	X		
<b>Stepfather or Stepmother</b>	X		
<b>Child or Stepchild</b>	X		
<b>Grandchild</b>	X		
<b>Current Mother-in-law or current Father-in-law</b>	X		
<b>Sibling, stepbrother, or stepsister</b>	X		
<b>Grandparent</b>		X	
<b>Current son-in-law or current daughter-in-law</b>		X	
<b>Current brother-in-law or current sister-in-law</b>		X	
<b>Aunt</b>			X
<b>Uncle</b>			X
<b>1<sup>st</sup> Cousin</b>			X
<b>Niece or Nephew</b>			X

\*Immediate family is also defined as a foster child, blood relative or in-law who was a permanent resident in an employee's home at the time of death.

If an employee needs additional time off, they may request available accrued and unused time off.

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