



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.6402

DIVISION: Finance and Administration

TITLE: Bereavement

DATE: January 3, 2000

REVISED: October 10, 2007; January 1, 2012

Policy for: All University Employees

Authorized by: Director, Human Resources

I. Purpose and Scope

The University recognizes the need for a period of bereavement following the death of a loved one.

II. Policy

A. General

1. Regular full-time employees are eligible for two (2) days off with pay due to the death of an immediate family member, as defined below. If additional time is needed for a particular occurrence, employees may use earned sick/medical leave or vacation leave. Any additional time must be approved by the supervisor/department head.

Employees should provide notice to supervisors/department heads immediately upon the death of the family member and in advance of bereavement leave being taken.

2. Supervisors/department heads may require an obituary notice or other form of documentation to substantiate the authorization for leave with pay. Except in unusual circumstances, approved leave for bereavement purposes must *begin* within twelve (12) *calendar* days from the date of death.
3. An employee may be granted time off for bereavement leave for individuals who are not defined as *immediate family*. The initial two days of such leave should be charged to accumulated sick/medical leave with any remaining days charged to accumulated vacation leave. All time off must be approved in advance by the supervisor/department head.

4. There is no waiting period required for employees to be eligible for bereavement leave.

B. Definitions

1. For purposes of this policy,

- a. Day - is defined as the number of hours regularly worked per week, divided by five.
- b. Immediate family - is defined as spouse or other qualified dependent (OQD), child, step-child, OQD's dependent child, brother, sister, step-brother, step-sister, parent, step-parent, grandchild, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law or brother-in-law.
- c. An OQD is defined as being financially interdependent and sharing primary residence with the employee, and has done so for the past twelve (12) months (for complete OQD eligibility requirements see [Other Qualified Dependent \(OQD\) Guidelines](#) which may be obtained through the WKU Department of Human Resources).

III. Procedure

Time taken as bereavement leave **should not** be reported as vacation or sick/medical leave on the Leave Report Form (except in cases where leave exceeds the two day limit and as otherwise referenced above). Absences related to bereavement should be documented and maintained in department/unit records as appropriate.

IV. Exclusions

V. Related Policies

See also: University Policy

VI. Reason for Revision

Benefits extended to OQDs and OQD's Dependent Children effective January 1, 2012.

Appendices: