



<b>UT Health Science Center: HR0340-H Funeral and Bereavement Leave</b>	
<b>Version 1</b>	<b>Publication Date: 05/25/2022</b>

<b>No./Title:</b> 340 – FUNERAL AND BEREAVEMENT LEAVE	<b>Resp. Office:</b> HUMAN RESOURCES	<b>Effective Date:</b> 04/01/1977
<b>Category:</b> Leave	<b>Last Review:</b> 08/31/2018	<b>Next Review:</b> 08/31/2021
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<b>Related Policies:</b> <a href="#">HR0340 – Funeral and Bereavement Leave</a>		

## OBJECTIVE

To provide time off without loss of pay for regular University employees for bereavement and to attend the funeral or memorial services of a close relative. Permission for use of such leave will not be unreasonably withheld by a supervisor.

## WHO IS AFFECTED?

All regular full time (exempt and non-exempt) employees.

## PROCEDURE

- An employee requesting time off to attend the funeral of a relative must inform their supervisor of the need for the leave and the relationship to the deceased.
- The number of bereavement days is determined by the relation of the deceased. Please refer to Policy HR0340.
- An employee may be required to furnish verification for the absence.

Pay for each day of funeral and bereavement leave taken will be made at the employee's current rate of pay for a scheduled day's work. Any holidays and days of administrative closing occurring during this time will be counted as part of the Funeral and Bereavement and recorded as holiday and/or day of administrative closing pay.

The departmental timekeeper has responsibility for entering funeral leave on the time record.