

System-wide Policy: HR0340 - Funeral and Bereavement Leave	
Version: 7	Effective Date: 10/01/2017

HR0340 – Funeral and Bereavement Leave

Topics:

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Objective:

To provide time off without loss of pay for regular university employees for bereavement and to attend the funeral of a close relative.

Policy:

Guidelines

1. An employee who is absent during a regularly scheduled work week due to the death of a spouse, child or step-child, or parent or step-parent, may receive payment for reasonable and customary days absent, not to exceed five regularly scheduled work days for bereavement in conjunction with attending the funeral.
2. An employee who is absent for funeral and bereavement during a regularly scheduled work week due to the death of a grandparent, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, or son-in-law may receive payment for reasonable and customary days absent, not to exceed three regularly scheduled work days.

Payment

3. 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 not to exceed the hours for which the employee is normally scheduled to work. Any holidays and days of administrative closing occurring during this time

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will be counted as part of the funeral and bereavement leave and recorded as holiday(s) or day(s) of administrative closing pay.

4. An employee may be required to furnish verification of the reason for the absence upon request of his or her supervisor or the campus human resources office.

PROCEDURES:

Health Science Center:	https://uthsc.policymedical.net/policymed/home/index?ID=de47aa28-16aa-408b-9c96-cb04f232964f&
Space Institute:	http://www.utsi.edu/index.php/utsi-procedures/
Institute of Agriculture:	ag.tennessee.edu/Pages/UTIApolicies.aspx