

Policy IV.4000.B, Bereavement Leave

Purpose

The College provides employees paid time off when there is a death in an employee's immediate family. Refer to Procedure IV.4000.B.a, Bereavement Leave for the definition of *immediate family*.

Policy

Employees are provided with up to twenty-four (24) scheduled work hours of paid time off for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service of a member of their immediate family. If additional time off is needed, an employee may use sick, personal, or vacation leave, with leader approval.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure IV.4000.B.a, Bereavement Leave

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Effective Date	February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources
