

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 525</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Bereavement Leave	
<b>Revised Date:</b>	July 1, 2003	

## Bereavement Leave

### I. PURPOSE

To provide employees with time off from work in the event of a death of an immediate family member.

### II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) employees.

### III. POLICY

When a death occurs in the immediate family, employees may be granted up to five days time off from work. In order to be paid for the absence, accrued sick leave shall be used for all regular employees who have such time available. At the employee's option, unused vacation entitlement may be used instead of sick leave. Employees who have no available sick time or choose not to use vacation may request an unpaid leave of absence.

Additional unpaid time off beyond five days may be requested by the employee under the provision of a personal leave of absence.

### IV. DEFINITION

"Immediate family" - the employee's spouse, domestic partner as defined by California law, children, parents, siblings, in-laws, legal guardians, grandparents, grand-children, or members of the immediate household.

### V. PROCEDURE AND RESPONSIBILITIES

An employee who wishes to take bereavement leave should notify his or her supervisor as soon as possible, either by telephone or in person.

When completing the time sheet, the time off should be recorded as unpaid leave, sick leave, or vacation as specified above. The relationship of the deceased to the employee must also be indicated.

### VI. RELATED POLICIES

Policy No. 410	Timekeeping
Policy No. 515	Sick Leave
Policy No. 555	Extraordinary Leaves of Absence
Policy No. 615	Attendance
Policy No. 635	Employee Discipline