

Bereavement Leave Policy

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SECTION I. PURPOSE

The University provides eligible employees paid bereavement leave in the event of the death of a family member. Different amounts of paid leave are offered depending on the relationship of the employee to the deceased.

SECTION II. SCOPE AND APPLICABILITY

All regular full-time and part-time hourly/salaried employees and term appointments are eligible for bereavement leave starting on their first day of employment. Temporary, on-call and student workers are not eligible for bereavement leave. Union employees should refer to their collective bargaining agreement for specifics.

SECTION III. PAID BEREAVEMENT LEAVE

- Bereavement leave is used for time away from the employee's regular work schedule due to the death of certain family members.
- Employee should notify their supervisor immediately of the need for bereavement leave.
- Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include other forms of compensation such as overtime or shift differentials.
- Full-time eligible employees are allowed up to 24 hours (e.g., three full work days for full-time employees who work eight hours per day) for immediate family members (spouse, father, mother, stepfather, stepmother, child, stepchild, father-in-law, mother-in-law, brother, sister, grandchild, son-in-law, daughter-in-law, stepbrother, stepsister, stepson, or stepdaughter). Bereavement leave must be taken in consecutive days, unless a supervisor approves a different schedule.
- Full-time eligible employees are allowed up to eight consecutive hours of paid time off for other family members (grandparent, brother-in-law, sister-in-law, aunt, uncle, or spouse's grandparent).
- Bereavement hours are allocated according to the employee's FTE (full-time equivalency), rounded up for part-time employees. For example, an employee at .625 FTE will receive up to 15 hours of paid time off for the death of an immediate family member and up to five hours for other family members.
- Employees who wish to take more than the number of hours allowed as specified above, or who wish to take time off work for someone with whom the employee has a relationship that is not listed above, may use vacation, PLT (Paid Leave Time) with prior approval from their supervisor.

For questions regarding this policy, contact the [Benefits Office](#) at benefits@stthomas.edu or 651-962-6520.