

Adopted: August 5, 2025,
Revised: June 8, 2026

Full-time employees and part-time employees with benefits may take up to three (3) days of bereavement leave after the death of an immediate family member. For this procedure, an immediate family member includes a spouse, parent, child, sibling, grandparent, or grandchild, including step, half, and in-law relationships.

Employees should notify Human Resources and their immediate supervisor when an immediate family member dies. If bereavement leave lasts more than three days, the employee and supervisor must make sure the employee's job duties are covered.