

SUBJECT: Funeral Leave for Faculty and Staff

DATE OF LAST REVIEW: August 2018

PURPOSE: To provide guidance for faculty and staff members requesting funeral leave. Related [OP: 70.01](#)

REVIEW: The policy will be reviewed when changes are made to the process or related operating policy.

PROCEDURE:

Faculty and staff members are expected to submit their time away from work through the Web Leave report/Web Time Entry. There are many categories for which time away can be reported, one being funeral leave. Funeral leave in this case does not refer to time away from the work place to attend a funeral for a friend, colleague, or distant relative. That time away, if approved, will be reported as vacation hours for staff members. Instead funeral leave is related to the death of an immediate family member.

When a faculty or staff member needs to take funeral leave, he/she should immediately notify the person who has the authority to approve the leave request. This is usually the department chair or other supervisor as appropriate. An email or phone call is sufficient notification. Faculty/staff members may be granted up to three days (24 hours) funeral leave depending on what is deemed a reasonable amount of time necessary for travel, funeral arrangements, funeral services, grieving, or being with other family members during the immediate period of bereavement.

Request for leave for a period greater than three days is subject to approval of the appropriate vice president/vice provost and the president. The request for extended leave must be in writing and processed through the department and the dean's office. The original letter of approval must be kept in the employee's file in the department and a copy sent to Payroll. For staff members, the extra time away will be charged against vacation hours. If the employee does not have sufficient vacation hours or if the request is not granted, the time will be taken as leave without pay.