



Policy Title	Bereavement Leave for Non-bargained-for Employees	Effective Date:	12/16/2021
Policy #			
Functional Area	Benefits	Revised Date(s)	
Statement	<p>It is the policy of the University to allow paid time off, as further described in the below procedures, for non-bargained-for employees to grieve the death of an immediate family member or for a person outside their immediate family. This Policy applies to employees in the following classifications: AP, AC, AH, and CA.</p> <p>The following procedure outlines how a non-bargained-for employee's time shall be covered in each situation.</p>		
Procedures	<ol style="list-style-type: none"> 1. An employee is allowed up to three (3) working days off, with pay, to attend the funeral of a member of their immediate family. 2. An employee who wishes to attend a funeral for anyone outside of their immediate family may take off four (4) hours, with pay, with the permission of their supervisor. 3. Employees may take additional time off in the form of vacation leave with the approval of their supervisor. 4. The phrase "immediate family" for the purposes of this Policy shall mean husband, wife, child, father, mother, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, step children of a current spouse, foster parents who were legal guardians and an individual who stood in loco parentis to the employee when the employee was a child. Persons who are "in loco parentis" include those who had day-to-day responsibilities to care for and financially support the employee, when the employee was a child. 		
Responsibility	Eastern Michigan University Benefits Office		
Resources			