Bereavement Time
BU-PP 401

Policy
Staff may utilize accrued paid sick time to assist with the process of grieving the loss of a loved one.

Topics
Availability of Sick Time for Bereavement
Application of Bereavement Time
Requesting Bereavement Time
Tracking Bereavement Time

Related Policies
BU-PP 400 – Benefit Eligibility Classification
BU-PP 403 – Sick Time

Contact
Payroll Office 254.710.2217
Human Resources at askHR@baylor.edu, or 254.710.2000

Availability of Accrued Time off for Bereavement
Staff may apply up to three days of available Sick Time accruals for bereavement purposes provided below. Time off will be consistent with regularly scheduled hours.

Application of Bereavement Time
- Sick Time may be used by staff members for bereavement in the event of the death of the employee’s:
  - spouse
  - child
  - daughter/son-in-law
  - grandchild
  - parent/parent-in-law/step-parent
  - brother/brother-in-law
  - sister/sister-in-law
  - grandparent/grandparent-in-law

Requesting Bereavement Time
Time off for bereavement shall be reported to the staff member’s supervisor or department head as soon as possible and noted on the Web Time Entry (bi-weekly paid) or Monthly Absence Report. In the event accrued available Sick Time is exhausted and/or more than three days are requested, Vacation or Personal time shall be applied toward the time off for bereavement related purposes. Additionally, if a staff member’s family member is not included in the above list, vacation or personal time may be requested.

Tracking Bereavement Time
For hourly staff, sick time is tracked on Web Time Card and is maintained by the Payroll Office. The comments section of Web Time Card must be completed, approved by the employee’s supervisor or department head, and electronically submitted to the Payroll Office. The Payroll Office evaluates the Web Time Card and verifies that the employee’s request qualifies for time off for bereavement purposes. Incomplete Web Time Cards may require additional information in order to qualify for use of sick time pay for bereavement. In the case of bereavement time, the Human Resources Office or Payroll Office may require other verification. Tracking for monthly staff shall be maintained by the employee’s department. Click Monthly Absence Record to see the leave tracking form.

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