



Policy Title: Bereavement Leave

Policy Number: 401

Date Issued: 9/24/2013

Responsible Executive: Vice President & Chief Human Resources Officer

Date Last Revised: 05/01/2018

Responsible Office: Human Resources

Policy Statement

Bereavement Leave establishes uniform guidelines for providing paid time off through the use of Paid Bereavement Leave for staff employees related to the death of an immediate family member.

Reason for the Policy

Bereavement Leave is available to the staff members for making funeral arrangements, attending the funeral and burial, paying respects to the family at a wake or visitation, and other ancillary matters that an employee must address when a loved one dies.

Individuals/Entities Affected by This Policy

Staff

Exclusions

Temporary or seasonal staff employees

Related Documents and Forms

UNIVERSITY POLICIES AND DOCUMENTS

[Benefit Eligibility Classification](#)

[Vacation Time](#)

[Personal Time](#)

[Non-compensated Leave](#)

FORMS AND TOOLS

[Paid Bereavement Leave Request form](#)

[Monthly Absence Report for Exempt Employees](#)

Staff employees record approved Bereavement Leave on the BearWeb timecard or Monthly Absence Report, as applicable, and provide necessary documentation as requested.

Definitions

These definitions apply to terms as used in this policy.

BearWeb Timecard	Bi-weekly-paid employees enter time worked and approved absences on the time card in BearWeb.
Monthly Absence Report	Monthly-paid employees record approved absences on the Monthly Absence Report, processed by the departmental timekeeper.

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254.710.2000	askhr@baylor.edu ; www.baylor.edu/hr
Payroll Questions	Payroll Office	254.710.2217	Payroll_Office@baylor.edu ; www.baylor.edu/payroll

Responsibilities

Employee	Report death of family member to supervisor or department head; record absences and provide documentation upon request
Supervisor	Advise employee of appropriate policies and absence tracking; confirm paid time accrual balances; approve absences recorded
Human Resources	Confirm employee's classification/eligibility, direct employee or supervisor to appropriate University policies.

Principles

Baylor University provides paid Bereavement Leave to staff employees in the event of the death of family members according to the following table:

Family Member	Paid Bereavement Leave (Hours)
Spouse / Child / Step-Child	Up to 80 Hours
Parent / Parent-in-Law / Step-Parent	Up to 40 Hours
Brother / Sister / Daughter-in-Law / Son-in-Law / Brother-in-Law / Sister-in-Law / Grandchild / Grandparent / Grandparent-in-Law	Up to 24 Hours

Procedures

1. The staff member reports their family member's death to the supervisor and determines needed Bereavement Leave.
2. The staff member should complete and submit the Paid Bereavement Leave Request their supervisor for approval. Completed and signed forms must be submitted to Human Resources.
3. In the event additional time off is needed beyond what the Bereavement Leave allows for, the employee may request the supervisor's approval for use of alternate paid time off such as vacation, personal or sick time. Such requests are considered on a case-by-case basis at the discretion of the supervisor, and in accordance with University policy.
4. In the absence of alternate paid time off, the employee may request the supervisor's approval for unpaid leave.
5. The employee records the approved time away from regularly scheduled hours via the BearWeb time card or Monthly Absence Report.
6. Approved absences recorded for Bereavement Leave are deducted from Bereavement Leave or other authorized paid time off balances.
7. Upon separation from service, unused Bereavement Leave has no cash value.
8. If an official University holiday occurs during the Bereavement Leave, the Eligible Employee will receive holiday pay in lieu of Bereavement Leave, provided the Eligible Employee is in pay status the day before and the day after the official University holiday. The Eligible Employee should record their time for these days as Holiday pay.