

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Support Staff 420.0000.96

Bereavement Leave (Full-Time Support Staff Only)
Policy Number: 420.1400.14

POLICY

The bereavement leave policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and non-family members. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor's approval, use any available vacation for additional time off as necessary. Paid bereavement leave will be granted according to the following conditions:

1) ***Bereavement Leave for an Immediate Family Member***

When a death occurs in an employee's immediate family, all regular full-time employees may take up to five (5) days off with pay to attend the funeral or make funeral arrangements. Immediate family members are defined as an employee's spouse, parents, stepparents, spouse's stepparents, siblings, children, stepchildren, spouse's stepchildren, grandparent, spouse's grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, spouse's aunt, uncle, spouse's uncle, or grandchild, spouse's grandchild or any other relative who has been a permanent resident in the employee's home.

2) ***Bereavement Leave for Non-Family Member***

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close friend, non-family member. This time off will be considered by the employee's supervisor on a case-by-case basis. Employees are allowed up to ½ day (four hours) of bereavement leave to attend the funeral of a fellow employee or retiree of the College, provided such absence from duty is authorized by the employee's supervisor and will not interfere with normal operations of the College.

3) ***Bereavement Leave for Other Persons***

A request for bereavement leave for other persons not defined by this policy may be considered by the President.

Maximum Bereavement Leave per Year

The maximum number of bereavement leave days that an employee shall be authorized in any leave year is ten (10) eight-hour days. The College may require verification of the need for the leave. Additionally, the supervisor shall confirm that the time is recorded by the employee on the institutional leave system.

If circumstances require, an employee may make a request for other types of leave to the College President to use other available leave such as vacation, personal leave, or leave without pay for bereavement circumstances not specifically addressed by this policy, or if the staff member needs additional days off in excess of the time allowances outlined above.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2014

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: