



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 time off for non-bargained-for employees to grieve the death of an immediate family member or for a person outside their immediate family.</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"> <li>1. An employee is allowed three (3) working days off, with pay, to attend the funeral of a member of their immediate family.</li> <li>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.</li> <li>3. In either case, time taken beyond the specified amount will be charged against the employee's vacation or sick leave.</li> <li>4. The phrase "immediate family" for the purposes of this section 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.</li> </ol>		
Responsibility	Eastern Michigan University Benefits Office		
Resources			