

# **BEREAVEMENT POLICY**

## **POLICY STATEMENT**

This policy defines the days off that may be taken upon the passing of a covered family member.

## **REASON FOR THE POLICY**

This policy outlines the rights and responsibilities of an employee who is requesting bereavement leave.

## **EMPLOYEES COVERED BY THIS POLICY**

This policy applies to all employees employed for at least 30 days prior to the commencement of the bereavement leave.

## **DEFINITIONS**

**Family Member:** For purposes of this policy, an employee's family member is defined to include the employee's current spouse, domestic partner, parent, sibling, child and child-in-law, parent-in-law, siblings-in-law, grandparent, grandparent-in-law, and grandchild, or any other person who is a member of the employee's household. A "parent" is defined as a biological parent, step-parent, adoptive parent, or a surrogate parent. A "child" is defined as a biological child, adoptive child, step-child or foster child.

## **POLICY**

In the event of death in the family of an employee covered by this policy, the employee will be allowed up to Five (5) working days off for bereavement. The days need not be consecutive but must be taken within three months of the death.

The employee will be paid at regular pay for each day of absence up to the five days allowed under this policy. If requested, documentation of the death will be required, such as a death certificate, a published obituary, or written verification of death, burial, or memorial services. Staff employees regularly scheduled to work part-time will receive prorated paid bereavement leave in accordance with their work schedule. For example, an employee regularly scheduled to work 20 hours per four-day week will be eligible for 5 hours of paid bereavement leave for each of the five days allowed under this policy. If an employee requires more than the five days allowed under this policy, the employee may request a personal leave of absence for additional unpaid time or may use any accrued vacation or accrued sick leave if applicable. Faculty may consult with the Office of Faculty Advancement for more information on pay options.

The University shall maintain the confidentiality of any employee requesting bereavement leave. Any documentation provided to the University shall be maintained as confidential and shall not be disclosed except to internal personnel or legal counsel, as necessary, or as required by law.

**OFFICE RESPONSIBLE FOR THE POLICY**

Human Resources

Contact: Tim Frenchcampbell, [frenchca@chapman.edu](mailto:frenchca@chapman.edu), 714-997-6979

**WEBSITE ADDRESS FOR THIS POLICY**

[https://www.chapman.edu/faculty-staff/human-resources/\\_files/policies/bereavement-policy.pdf](https://www.chapman.edu/faculty-staff/human-resources/_files/policies/bereavement-policy.pdf)

**WHO APPROVED THIS POLICY**

Senior Staff

Date Approved: 09/12/23

(signed)

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President

**PUBLICATION DATES:**

Effective: 01/01/23

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**RELATED MATERIALS:**

N/A