



Bereavement Leave Policy #1710.035

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 2005	May 7, 2025	Division of Human Resources Payroll Administration

POLICY STATEMENT

An employee shall be granted up to seven (7) days of leave with pay for a death in the employee's family, defined as spouse, domestic partner, children (including foster or stepchildren), parents (including stepparents), brother or sister (including stepbrother or stepsister), grandparents and grandchildren of either the employee or employee's spouse or domestic partner, or other comparable significant relationships. In addition to paid bereavement leave, the employee may request approval to use reasonable amounts of paid sick leave, paid annual leave or unpaid leave in the event of a death in the family.

SCOPE

This policy is applicable to all Administrative Staff and out-of-unit faculty employees.

REASON FOR POLICY

To administer a policy which provides uniform guidelines to grant paid time off to employees for absences related to the death of immediate family members

DEFINITIONS

TERM	DEFINITIONS
Family Member	Is defined as spouse, domestic partner, children (including foster or stepchildren), parents (including stepparents), brother or sister (including stepbrother or stepsister), grandparents and grandchildren of either the employee or employee's spouse or domestic partner, or other comparable significant relationships.

ROLES AND RESPONSIBILITIES

Employee will notify the immediate supervisor, request the leave in accordance with the



departmental procedures, and record the leave accordingly in PantherSoft.

Supervisor will approve the bereavement leave in a timely manner.

Payroll Administration will be available to answer any questions the employee/supervisor may have.

RELATED RESOURCES

N/A

CONTACTS

Florida International
University Division of
Human Resources Payroll
Administration, PC 224
Miami, FL 33199
Telephone: 305-348-4181

HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): February 12, 2021; July 26, 2024; September 11, 2024, May 7, 2025.