



*University Staff/American Federation of State, County  
and Municipal Employees AFL-CIO (AFSCME)*

<b>SUBJECT (R*)</b>  BEREAVEMENT LEAVE (AFSCME)	<b>EFFECTIVE DATE (R*)</b>  August 19, 2013	<b>POLICY NUMBER (O*)</b>  1725.035
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**POLICY STATEMENT (R\*)**

An employee shall be granted three (3) days of leave with pay for a death in the immediate family. In addition to bereavement leave, the employee may request approval to use reasonable amounts of accumulated sick leave, vacation leave or unpaid leave in the event of a death in the family.

**REASON FOR POLICY (O\*)**

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

**DEFINITIONS (R\*)**

“Immediate Family” is defined as spouse, same-sex domestic partner, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren of the employee, the spouse, or the same-sex domestic partner.

**HISTORY (R\*)**

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013.

<p><b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</b></p> <p style="text-align: center;">Division of Human Resources Florida International University</p> <p><b>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</b></p> <p style="text-align: center;">Payroll and Employee Records Division of Human Resources 11200 S.W. Eighth Street, PC 220 Miami, Florida 33199 Telephone: (305) 348-2181</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <a href="http://policies.fiu.edu/">http://policies.fiu.edu/</a>.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>
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**\*R = Required \*O = Optional**