SUBJECT (R*)
BEREAVEMENT LEAVE (AFSCME)

EFFECTIVE DATE (R*)
August 19, 2013

POLICY NUMBER (O*)
1725.035

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.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)
Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)
Payroll and Employee Records
Division of Human Resources
11200 S.W. Eighth Street. PC 220
Miami, Florida 33199
Telephone: (305) 348-2181

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*R = Required  *O = Optional