**University Staff (non-bargaining unit faculty and employees)**

<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R*)</th>
<th>POLICY NUMBER (O*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEREAVENTMENT LEAVE</td>
<td>July 2005</td>
<td>1710.035</td>
</tr>
</tbody>
</table>

**POLICY STATEMENT (R*)**
An employee shall be granted three (3) days of leave with pay for a death in the immediate 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, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren of both the employee and the spouse.

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

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**
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 [http://policies.fiu.edu/](http://policies.fiu.edu/).

Payroll and Employee Records
Florida International University
11200 S.W. Eighth Street - PC 220
Miami, Florida 33199
Telephone: (305) 348-2181

*R = Required  *O = Optional