



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

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
BEREAVEMENT LEAVE	July 2005	1710.035

**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.

<p><b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</b></p> <p>Division of Human Resources Florida International University</p> <p><b>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</b></p> <p>Payroll and Employee Records Florida International University 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**