



Bereavement Leave Policy #1710.035

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: February 12, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Payroll Administration
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POLICY STATEMENT

An employee shall be granted three (3) days of leave with pay for a death in the immediate family.

SCOPE

This policy is applicable to all regular 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
Immediate family	Is defined as spouse, children (including foster or stepchildren), parents (including stepparents), siblings (including step siblings), grandparents and grandchildren of both the employee and the spouse.

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