



## XAVIER UNIVERSITY

### Bereavement

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### A. REASON FOR POLICY

It is Xavier University's philosophy to show compassion and respect for employees and their families when death occurs. Sympathetic support will be provided, including flexible scheduling and providing time off without loss of pay to attend a funeral and/or make necessary arrangement at the death of a family member as defined herein.

#### B. POLICY

1. Time off with pay may be granted to an employee when death occurs in the immediate family for a maximum of three days.
2. Time off with pay for a maximum of one day may be granted to attend the funeral of a relative outside the immediate family.
3. Time off with pay not to exceed one half day may be granted at the discretion of the immediate supervisor so that an employee may attend the funeral of a close friend.

## **C. PROCEDURE**

1. For purposes of this policy, immediate family is defined as employee's spouse, child, parent, grandparent, grandchild, step-child, step-parent, sibling (includes half-brother/sister) and current mother/father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step brother and stepsister, or others living in the same household with the employee.
2. The employee should notify their supervisor of the employee's absence for Bereavement Leave purposes as soon as possible.
3. When a death occurs in an employee's immediate family, the supervisor should notify the Office of Marketing and Public Relations unless privacy is requested.

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**Other applicable policies and/or resources:**

Vacation  
Unpaid Leave