



XAVIER UNIVERSITY

Bereavement Leave

Effective: January 1, 2026

Last Updated: November 10, 2025

Last Review: November 10, 2025

Responsible University Office: Human Resources

Responsible Executive: Vice President for Human Resources, CHRO

Policy Number & Name: Bereavement Leave

Scope: All University Employees

A. REASON FOR POLICY

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

B. POLICY

Time off with pay may be granted to an employee when death occurs, for a maximum of up to 8 days per year.

C. PROCEDURE

The employee should notify their supervisor of the employee's absence for Bereavement Leave purposes as soon as possible. The bereavement time off shall be recorded in Workday.

D. HISTORY

The Bereavement Leave policy was updated with minor changes in December 2025.

E. POLICY REVIEW SCHEDULE

Next Review: To be determined.

Other applicable policies and/or resources: n/a