

LOYOLA LAW SCHOOL HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: **LAW SCHOOL/HUMAN RESOURCES**

SUBJECT: **Bereavement Leave**

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Policy Number:

Supersedes: **BEREAVEMENT LEAVE**

Effective Date: **12/17/15**

Previously Issued: **02/01/11**

1. STATEMENT OF POLICY:

The Law School recognizes the need for staff members to be away from the Law School due to a death of an immediate family member or close relative. To the extent reasonable and in a manner consistent with the effective and efficient operation of the Law School, the policy of the Law School is to support eligible staff members with a need for bereavement leave.

2. DEFINITIONS:

“Eligible Staff Member” means a full-time or part-time, regular or term staff member employed with the Law School.

“Immediate Family” includes, for purposes of this policy: A staff member’s parent/step-parent, child/step-child (including child of a registered domestic partner), spouse (including registered domestic partner), grandchild, grandparents, sibling/step-sibling, and in-laws (mother/father-in-law, brother/sister-in-law, son/daughter-in-law).

“Close relative” includes, for purposes of this policy: aunt, uncle, cousin, niece and nephew.

3. POLICIES/PROCEDURES:

Policy

An eligible staff member may be excused from work for a maximum of five workdays with pay following a death in the immediate family.

An eligible staff member may be excused from work for a maximum of one day with pay following the death of a close relative if the absence falls on a day on which he/she was scheduled to work.

Procedure

A staff member should inform his/her immediate supervisor of the need to take bereavement leave as soon as the need for leave is known. Excused absences should be noted on the staff member’s Law School designated time-keeping record.

A staff member should inform his/her immediate supervisor of the relationship of the deceased to the staff member so that the staff member can be paid appropriately. A staff member may be asked to provide satisfactory evidence to support his/her request for bereavement leave in order to qualify for bereavement pay.