

**BEREAVEMENT LEAVE  
THE PEOPLE CENTER**

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**POLICY STATEMENT**

In the event of a death of an immediate family member (spouse, civil union partner or same sex spouse, son or daughter [biological, adopted, foster or step child, legal ward, child of a civil union partner, or a child of a person standing in loco parentis who is under 18 years of age], or parent [biological parent of an employee or an individual standing in loco parentis], parent-in-law, parent of a civil union partner, sibling, sibling of spouse or civil union partner, grandparent, or grandchild), up to 3 days bereavement leave will be granted. However, under special circumstances (i.e., travel, funeral arrangements, personal reasons) up to five days may be granted upon consultation and approval of your manager. An employee may charge this time to their sick leave if time as needed in excess of the 3 or 5 days allowed.

Arrangements should be made with the manager as soon as possible. Your manager should be advised of the total number of days you will need. If such notice is not possible, follow the procedure listed under absenteeism when telephoning the College.

Absences due to Bereavement Leave should be recorded in Workday as time off with the code of bereavement.

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*The People Center's policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center website for the most current version. This policy does not constitute an employment contract.*

