



Frequently Asked Questions on Bereavement Leave (University Regulation R04.06.130 – revised effective 1/4/16)

Q: What is bereavement leave?

A: University employees may use accrued sick leave for different types of bereavement leave:

1. An absence within five days after the death of an immediate family member (new, effective 1/4/16);
2. Up to five consecutive work days to arrange or attend the funeral of an immediate family member;
- 3.

Q: What is the timeframe in which an employee needs to provide the documentation?

A: Usually, documentation is submitted with the application for leave share. If an employee has been approved for leave share while caring for their immediate family member, and additional documentation is necessary for bereavement leave, they should submit it as soon as reasonably possible so that they can continue in paid status. If the employee has not already been approved for leave share, the documentation should be submitted with the leave share application.

Q: Are extended temporary employees eligible for leave share?

A: Extended temporary employees are not eligible for leave share. Temporary employees are generally not benefit-eligible, but an exception is made for health coverage and sick leave for extended temporary employees. The expectation for the leave “share” program is that employees will be leave donors as well as leave recipients. By the nature of their short-term employment which is limited to 18 months, temporary employees will rarely be in a position to donate leave. Finally, because extended temporary employees are hired for a limited period of time to fill a specific need, a lengthy absence does not meet the university’s needs.

Please contact your regional Human Resources office if you need additional information.