

 <p>Florida Institute of Technology Personnel Policies & Procedures</p>	Bereavement Policy		
	Applicability Employee Class: All Except : Part-time, Adjunct, Temporary & Student Employees	Effective: 06/01/08	Approved: Dr. Anthony Catanese, President

A. POLICY

The University provides time off with pay to deal with the loss of an immediate family member.

B. Definitions and Procedures

1. Employees assigned to the following employee classes are covered by this policy: 01, 02, 04, 06, 07, 10, and 16, see the *Employee Class* policy for an explanation of the employee classes.
2. For the purpose of this policy, "immediate family member" is defined as spouse, parents (including in-laws), Step parents, children (including step-children), siblings, grand children, great grand children and grandparents of the employee.
3. The maximum allowed length of paid Bereavement Leave is three (3) workdays' in-state/ 5 workdays out-of state per occurrence.
4. Leave taken in excess of the amount provided in section B (3), above, may be charged to vacation leave, personal holiday, and/or leave without pay. Sick leave may not be used for bereavement leave without a physician's statement.
5. Absence due to the death of an individual not defined as an "immediate family member" covered by this policy is chargeable to vacation leave, personal holiday, and/or leave without pay.
6. If an employee is on pre-approved vacation leave and finds it necessary to attend a funeral of an "immediate family member" as defined by this policy, a maximum of three(3) days of leave may be reported as Bereavement Leave for instate and (5) days for out of State rather than Vacation Leave.

**Exceptions to this policy must be submitted in writing and may only be granted by Human Resource Director.