



University of New Haven

Human Resources Policy

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Bereavement Leave Policy	Benefit eligible Faculty & Administrative Non-Union Employees	Provide Administrative Employees with explanation of bereavement leave	7/1/24	Vice President Human Resources & Organizational Development	1

It is the University's policy that all eligible members of the University community be allowed reasonable time to arrange for and/or attend the funeral of their family members without the loss of wages for that period.

Eligible employees will be granted time off with pay to arrange for and/or attend the funeral of the **employee's** relative as follows:

Relationship to Employee	20 Days	10 Days	5 Days	1 Day
Spouse	X			
Mother	X			
Father	X			
Child or Stepchild	X			
Stepfather or Stepmother		X		
Grandchild		X		
Current Mother-in-law or current Father-in-law		X		
Sibling, stepbrother, or stepsister		X		
Grandparent			X	
Current son-in-law or current daughter-in-law			X	
Current brother-in-law or current sister-in-law			X	
Aunt				X
Uncle				X
1st Cousin				X
Niece or Nephew				X

If an employee needs additional time off, they may request available accrued and unused time off.

*Immediate family is also defined as a foster child, blood relative or in-law who was a permanent resident in an employee's home at the time of death.

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