

HIGHLAND COMMUNITY COLLEGE  
GENERAL PERSONNEL POLICY

SUBJECT: Bereavement Leave  
BOARD OF TRUSTEE APPROVAL: 01/22/2025

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EFFECTIVE DATE: 01/23/2025

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### **Objective**

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of Highland Community College.

### **Eligibility**

All full-time, active employees are eligible for benefits under this policy.

### **Procedures**

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, grandparent, grandchild or an adult who stood in loco parentis to the employee during childhood.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, or spouse's grandparent.
- Employees are allowed up to one day of bereavement leave to attend the funeral of a fellow regular employee or retiree of the college, provided such absence from duty will not interfere with normal operations of the college.