Policies for Professional Staff and Support and Service Staff not Covered by a Union

Time Off for Funerals/Bereavement for Support and Service Staff

PA/SS 10.5

Revised July 1, 2009

Employees covered by this policy
This policy applies to Support and Service Staff not covered by a union. (Funeral time for Professional Staff is covered under the Paid Time Off policy.)

A. Provision

1. Support and Service Staff employees will be granted up to three working days (24 hours for full-time Staff and prorated for part-time Staff), with pay within one week from the date of death of the following relatives; however, if the funeral is held outside of the one week period, the employee may use any of the unused 24 hours of Funeral/Bereavement time to attend the funeral service
   a. Spouse as defined by Indiana law, same sex domestic partner as qualified by the university’s Affidavit of Domestic Partnership, child, grandchild
   b. Parent, sibling, grandparent, or in-law relative, step relatives, and same sex domestic partner relatives of the same degree
   c. Other relative of whom the employee is the sole survivor
2. The number of hours absent and charged to funeral/bereavement time should be reported on the payroll voucher.
3. When an employee is on an FMLA leave to care for a family member and the leave is terminated by the death of the family member, the employee will be granted the normal time off for funerals/bereavement as described above.

B. Additional time off

1. Additional time beyond the three days may be granted and charged to accrued vacation time, income protection time, compensatory time off, or taken without pay.
2. It is acceptable to use income protection time if an employee's health prevents him or her from working following the death of an immediate family member.
   a. Such use is subject to the provision of the Income Protection Time policy.
   b. The supervisor has authority to require a doctor’s notice in this situation.

C. Other relatives or close friends

1. Time off with pay to attend the funeral service of other relatives or close friends may be granted at the discretion of the department head.

2. Employees must cover this time off by using vacation time, income protection time, or compensatory time off.
   a. The employee must request this time off—and the supervisor must approve or disapprove such time off—as soon as practical under the circumstances.