Time Off for Funerals/Bereavement

Effective: July 1, 2012
Last Updated: July 1, 2012

Responsible University Office: University Human Resources

Responsible University Administrator: Senior Vice President and Chief Financial Officer

Policy Contact: University Human Resources

A. Scope

This policy applies to all Police Service Staff employees at Bloomington, IUPUI, Northwest, South Bend, and Southeast.

B. Policy Statement

1. A Staff member shall be granted up to three working days (24 hours for full-time Staff and prorated for part-time) with pay within one week from the date of death of the following:
   a. A parent (or an individual who stood in loco parentis to an employee when the employee was under the age of 18), step-parent, grandparent, step-grandparent, brother, sister, in-law relative of the same degree, spouse, child, grandchild, stepchild, or step grandchild.
   
   b. Same sex domestic partner, or relatives of the same sex domestic partner who are of the same degree as those listed above.
   
   c. Other relative of whom the employee is the sole survivor.

2. If the funeral is held outside of the one week period, the employee may use any of the unused 24 hours of Funeral time to attend the funeral service.

3. Employees who use a Family and Medical Leave Act (FMLA) leave to care for a family member and this leave is terminated by the death of the family member, will be granted the normal funeral leave as described above.
C. Procedures

1. The number of hours absent to be charged to Funeral time should be reported on the Payroll Voucher.

2. Additional time off
   a. Additional time may be granted and charged to vacation, income protection time, accumulated compensatory time, or without pay in accordance with the appropriate policy provisions.
   b. It is acceptable for an employee to use income protection accruals if their health prevents them from working following the death of an immediate family member, subject to the provisions of the income protection policy and authority of the supervisor to require a doctor's notice.

3. Other relatives or close friends
   a. At South Bend, 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, but shall not exceed 4 hours nor one occurrence in a calendar year unless covered by income protection time, vacation, or accumulated compensatory time.
   b. At Bloomington and IUPUI, 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. Employees must cover this time by using accrued vacation, income protection time, compensatory time off, or taken without pay.
   c. The employee must request this time off—and the supervisor must approve or disapprove such time off—as soon as practical under the circumstances.

4. An employee may be requested to provide written documentation identifying the deceased individual and the relationship before the use of the Funeral time is approved.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy

hr.iu.edu/policies/policy/smc/funeral_time.html