



## Quick Reference Guide

### Bereavement Leave – Staff and Administrators Benefit-Based

This guide is intended to be a summary of your benefits under USD's Bereavement Leave policy. Please refer to Section 2.3.10 in the Policy & Procedure manual for complete details.

#### **Purpose**

Provides eligible employees with paid leave to attend a funeral for a family member or close relative.

#### **Eligibility**

All benefit-based staff and administrative employees.

#### **Definition of Family Member and Close Relative**

For purposes of Bereavement Leave, "Family Member" is defined as the following:

- Parent or current stepparent
- Spouse or registered domestic partner
- Child or stepchild
- Siblings (Brother, stepbrother, sister, stepsister)
- Current mother-in-law or father-in-law
- Grandparent or Grandchild

For purposes of Bereavement Leave, "Close Relative" is defined as the following:

- Current brother-in-law or sister-in-law
- Aunt
- Uncle
- First cousin
- Niece or Nephew

#### **Duration of Leave**

Employees will be granted paid leave as follows:

- **5 days** for the death of a **Family Member**. Days need not be consecutive.
- **1 day** for the death of a **Close Relative**

#### **Compensation and Benefits During Leave**

Employees will be paid at their current rate of pay. There is no effect on benefits.

#### **Your Responsibilities**

Provide your department supervisor with notification of need for leave prior to beginning of leave. Documentation supporting bereavement leave may be requested (e.g. obituary, memorial service notice, etc.).

#### **Who to Contact with Questions**

Contact the Benefits staff in Human Resources with any questions regarding Bereavement Leave.

- Shalom Robson – Benefits Specialist (619) 260-2718
- Sue Pillsbury-Barton – Benefits Specialist (619) 260-2737
- Lily Skyer – Benefit Programs Manager (619) 260-2719