



Bereavement Leave

Document Number: HMRS-0047

Date Published(sys): 7/8/2021

General Description

Policy Summary:

Trinity University provides paid leave to employees in the event of a death of a member of the employee's immediate family.

Purpose:

The purpose of this policy is to provide employees paid leave during the bereavement of an immediate family member.

Scope:

This policy applies to all Trinity University faculty and staff.

Exceptions:

Temporary employees are not entitled to bereavement leave.

Exceptions to this policy must be approved by the applicable Vice President in consultation with Human Resources.

Policy Content

Bereavement Leave

The University grants employees up to three days of paid bereavement leave for death of a member of the employee's immediate family (spouse, child, parent, sibling, grandparent, grandchild, or corresponding in-law relationships). If needed, three additional days of leave (vacation, sick, or unpaid), will be granted to those employees who experience a death in their immediate family.

Bereavement leave will be allowed proportionately for an employee on part-time status provided the

individual is employed at least twenty hours per week. Full- time employees serving a probationary period are entitled to bereavement leave privileges.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	3/31/2020 8:15 AM	Gary Logan
v1.0	2/25/2020 8:50 AM	Rachel Rolf

Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration