Bereavement Leave

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General Description

Policy Summary:

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

Purpose:

The purpose of this policy is to provide employees with 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 Vice President in charge of the business unit in which the employee seeking leave is employed, in consultation with Human Resources.

Policy Content

Bereavement Leave

The University grants employees up to three days of paid bereavement leave for the death of a member of the employee's immediate family (spouse, domestic partner, child, parent, sibling, grandparent, grandchild, or corresponding in-law relationships). If needed, non-exempt and exempt staff may obtain three additional days of leave (vacation, sick, or unpaid), to those employees who experience a death in their immediate family. If additional days are needed for faculty, please refer to the Leave and Scheduled Absences or the Academic Leave policy contained in the Faculty Handbook 2026-2027 .

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:
v3.0	7/27/2023 12:47 PM	Holly Warfel
v2.0	3/31/2020 8:15 AM	Gary Logan
v1.0	2/25/2020 8:50 AM	Rachel Rolf

Vice President Approval:

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