July 12, 2004

MEMORANDUM

TO: Vice Presidents, Deans, Directors and Department Chairpersons

FROM: Dale O. Anderson

RE: Bereavement Leave

In order to maintain a consistency of benefits among University staff, we are pleased to advise you that President Mote has requested and the Board of Regents has approved the extension of Bereavement Leave to all College Park Exempt and Non-Exempt regular staff effective July 1, 2004. As you may know, Bereavement Leave benefits were negotiated for persons covered by the labor agreements for Exempt and Non-Exempt staff.

Under the provisions of this Policy, all Exempt and Non-Exempt regular staff, whether covered by a labor agreement or not, shall have paid Bereavement Leave for up to three (3) days (5 days if overnight travel is required) as the result of the death of any member of the employees immediate family. Immediate family is defined as; the spouse, mother, father, mother-in-law, father-in-law, grandmother, grandfather or grandchild of the employee or spouse, son, son-in-law, daughter, daughter-in-law, foster child still living with the employee, brother or sister of the employee, brother-in-law, sister-in-law or any other relative permanently living in the immediate household of the employee. Employees are to be granted one (1) day of Bereavement Leave as the result of the death of an employee’s or his/her spouse’s aunt, uncle, niece or nephew.

Bereavement Leave is a new type of leave that is granted upon evidence of the loss of the immediate family member and replaces the use of sick leave for this purpose. Bereavement Leave is to be entered on the PHR timesheet by the employee or the PHR time entry supervisor.

Any questions regarding this new leave type are asked to contact Staff Relations at ext. 405-5651.

DOA: lh