

Bereavement Policy

Date

7/19

An employee utilizing a bereavement benefit under this policy must provide the relationship information of the deceased.

Eligible employees may be granted time off with pay for the purpose of arranging for or attending funerals, in accordance with the following conditions:

- A. Time off with pay for a maximum of three days may be utilized for the funeral of an employee's spouse, domestic partner, children, step-children, parents, step-parents, brothers, step-brothers, sisters, step-sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, or other members of the employee's family residing in their immediate household. Up to two (2) days travel time may be utilized when the funeral location is greater than or equal to 180 miles or 3 hours of travel time from the USI campus (or employee's home, whichever is closer). The employee must provide the location of the services to access this additional time.
- B. Time off with pay for a maximum of one day may be utilized for other members of an employee's family including uncle, aunt, niece, nephew, uncle-in-law, aunt-in-law, grandparent-in-law and niece- or nephew-in-law. Up to two days travel time may be utilized when the funeral location is greater or equal to 180 miles or 3 hours of travel time from the USI campus (or employee's home, whichever is closer). The employee must provide the location of the services to access this additional time.
- C. For attending funeral services of other relatives not listed in A and B above and for close friends, employees may use accrued vacation, compensatory time, or time off without pay.
- D. An employee may be granted time off with pay up to one-half day to attend the funeral service of a fellow employee.