UNIVERSITY POLICY

Bereavement Leave

Policy Type:	Institutional Wide
Policy Owner:	Human Resources
Policy Collaborators:	Finance & Administration General Counsel
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Butler University, founded on ideals of equity and academic excellence, creates and fosters a collaborative, stimulating intellectual learning environment. We are inspired to boldly innovate and broadly educate, enriching communities and preparing all learners to lead meaningful lives.

POLICY REQUIREMENTS and IMPORTANT NOTES:

When a death occurs, family and loved ones of the deceased need time to be with one another to provide solace and comfort. The University recognizes this need and allows for paid time off for bereavement of a family member or co-worker.

Full-time staff members may be granted five (5) days of paid bereavement leave to arrange for and/or attend the funeral of an immediate family member (see definitions below). These days must be used within sixty (60) calendar days after the day of death. A request may be made to the Benefits & Wellness team to change the bereavement leave dates if extenuating circumstances prohibit the staff member from taking bereavement leave within sixty (60) days after the date of death. Part-time, occasional and temporary staff and faculty are not eligible for this benefit.

One (1) day for bereavement leave may be granted to attend the funeral of a close relative (see definitions below).

When the death of a fellow employee occurs, employees may be granted an absence of up to four (4) hours with pay to attend the funeral service at the discretion of the supervisor.

Immediate Family	Legally married spouse Child (biological, adopted, foster, legal ward, and *in loco parentis*) Sibling Parent, Kinship Caregiver, or an individual related to the employee by blood or affinity and whose close association to the employee shows to be the equivalent of those family relationships Grandparent Grandchild Step or in-laws of the above-named relationships
Close Relative	Aunt/Uncle Nephew/Niece Cousin

Documentation for Additional Leave Instances
All information provided is confidential

Death certificate or notice from coroner;

Medical documentation;

Letter from adoption or another child placement agency;

Or any other evidence or documentation applicable to the need for leave.