



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.4
Title: Bereavement Leave Policy
Implementation Date: March 3rd, 2014
Last Audited: December 14th, 2018
Last Revised: February 13th, 2017

Introduction

It is the policy of the ETSU Board of Trustees to provide all regular, full-time and part-time employees time off without loss of pay due to the death of an immediate family member, as defined in this policy, consistent with T.C.A. § 8-50-113.

Scope

This policy applies to all employees in Facilities Management.

Definitions

Immediate family: shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandparents and grandchildren and; 6) other members of the family who reside within the home.

Procedures

An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three (3) regularly scheduled work days. The TBR Sick Leave Policy references the use of sick leave in the event of death of other family members not covered under the definition of immediate family above.

In addition to the three (3) regularly scheduled work days, sick leave not to exceed two (2) days may be granted at the discretion of the appropriate approving authority in the instance of death of one of the immediate family members listed. At the discretion of the approving authority, the days off provided under this policy do not have to be consecutive.

Regular, part-time employees, including academic personnel scheduled to carry less than a full teaching load or its equivalent, regardless of probationary status, shall be eligible to receive bereavement leave on a prorated basis equal to the percentage of their employment to full-time employment.

Responsibilities

Employees must submit verification of the death of a family member when submitting their leave request or timesheet. An obituary, program from the funeral home, or death certificate may be used as verification.

All facilities employees are responsible for reading, reviewing, and complying with this policy. All managers, associate directors, and directors are assigned the responsibility of ensuring that this policy is adhered to by all facilities employees.

References

PPP-18: Bereavement Leave

Contact Persons

Associate Vice President
Executive Director of Facilities Services
Business Director

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities Management

Date approved: _____

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