



## **BOARD POLICY**

**BOARD POLICY SERIES NUMBER: 318.04**

**TITLE: BEREAVEMENT LEAVE**

See ACEUCC and UCCFA collective bargaining agreements.

A full-time employee will be granted three (in-state), or five (out-of-state) days of leave without loss of salary for the death of any member of the employee's immediate family or any other person who has lived with the family for a significant period and is considered a family member.

Immediate family is defined as parent or step-parent or legal guardian, spouse or domestic partner, children, step-children, sibling, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, and daughter-in-law. If an eligibility question arises, the Director of Human Resources will review and approve requests. If necessary, additional days of leave may be granted and deducted from sick leave, vacation, or personal leave.

**DATE OF ADOPTION:**

**DATE(S) OF REVISION(S): 06/08/11 by Board**

**DATE OF LAST REVIEW:**