



# Brandeis University

## **Bereavement**

### **Policy Statement**

Brandeis University recognizes that the death of a loved one is a very difficult time for employees. To support staff and faculty during this time, the University provides paid bereavement time away.

### **Applicability**

This policy applies to regular Brandeis staff and faculty.

### **Guidelines:**

Employees will be granted leave with pay up to five (5) calendar days in the event of the death of a family member depending upon circumstances and custom.

Family members include spouse, domestic partner, parent, grandparent, child, grandchild, brother, sister, father or mother-in-law, sister or brother-in-law, son or daughter-in-law or member of the household.

Managers may not deny the use of bereavement leave or require that the employee use sick, vacation, personal time, or unpaid time without the approval of the Office of Human Resources.

In the event that the interment of, or memorial service for, any of the above relatives is to occur at a time beyond the bereavement leave granted, the employee may request to defer leave to a later date. Such a request shall be made at the time of notification of the death and may be granted at the discretion of the Vice President for Human Resources.

*This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.*

*Office of Human Resources  
01/2018*