

DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

BEREAVEMENT LEAVE

POLICY 3.2.16

All full-time regular employees and part-time regular employees with benefits shall be granted up to three (3) days for bereavement leave for the death of an immediate family member. For purposes of this Policy, "immediate family member" means the employee's spouse, parent, child, sibling, grandparent and grandchild. This also includes all step, half and in-law relationships.

Bereavement leave must be charged to annual, bonus, sick, or leave without pay. An employee should notify his/her immediate supervisor when a death in the immediate family occurs. If leave is approved beyond the three days of bereavement leave, the employee and supervisor must ensure that the employee's job duties are adequately covered.

Adopted: November, 2019