

DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

BEREAVEMENT LEAVE

POLICY 3.2.16

A. Purpose - The College recognizes that time off to grieve following the loss of a loved one can alleviate some of the stress employees may experience during a difficult time in their lives. It can also help promote a productive workplace by ensuring employees have time off to recover from their loss.

B. Amount of Leave

Leave following the loss of an immediate family member. All full-time regular employees with benefits shall be granted up to forty (40) hours of bereavement leave for the death of an immediate family member. Employees with benefits working less than 40 hours will be granted prorated bereavement leave. The prorated amount is determined by calculating the hours worked per week, divided by a regular workweek, to arrive at the allowable proportionate time. 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.

Following the loss of an immediate family member, bereavement leave may be used as the employee deems appropriate for time to grieve, attend a funeral, visitation, or memorial service, deal with estate matters, or address other related needs. The employee is not required to use the leave on consecutive days so long as it is used within 180 days of the family member's death.

Leave following the loss of a colleague. All full-time regular employees with benefits are eligible for paid leave up to the amount of time required to travel to and from and to attend a funeral or other memorial event, not to exceed eight (8) hours, following the death of someone currently employed by Davidson-Davie Community College.

Following the loss of a colleague, bereavement leave may only be used to attend the funeral, visitation, or other memorial event.

C. Approval of Leave

1. Employees must receive approval from their immediate supervisor to use this leave. The College may require acceptable proof that leave taken is within the purpose of this policy.

D. Recordkeeping

It is the responsibility of an employee and their supervisor to ensure that all leave is reported accurately. Leave forms must be completed for the use of Bereavement Leave. Leave records are maintained and recorded in the Payroll Office as well as by a record keeper in each department.

Bereavement Leave following the loss of an immediate family member expires if not used within 180 days of the date of death of the immediate family member. This leave has no cash value, cannot be converted into retirement credit, and is non-transferable.

Bereavement Leave following the loss of a colleague that is not used on the day of the funeral, or another memorial event is forfeited.

E. Falsification of Documentation

Any employee who attempts to gain eligibility for bereavement leave through falsification of a familial relationship, falsification of a death, falsification of supporting documentation or any other untruthful manner shall be subject to disciplinary action, up to and including dismissal.

Adopted: November, 2019

Updated: March, 2025