


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:049	Supersedes Policy Number: 5:049
Date: April 2, 1996	Dated: September 18, 1989
Subject: Bereavement Leave	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 5:01:01:09
Approved:  President	

It is the policy of the University to provide all regular, full-time and part-time employees time off without loss of pay to attend the funeral of a close relative, consistent with Chapter 1010 of the Public Acts of 1988 and Chapter 51 of the Public Acts of 1989.

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. Immediate family shall be deemed to include: 1) spouse; 2) child, stepchild; 3) parent, stepparent, foster parent, parent-in-law, 4) sibling(s); and 5) grandparents and grandchildren. 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 above.

In instances of death of one of the following relatives, sick leave may be granted at the discretion of the approving authority for a maximum of three (3) regularly scheduled work days: 1) sons and daughters-in-law; 2) brothers and sisters-in-law; and 3) foster brothers and sisters.