


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:049	Supersedes Policy Number:
Date: January 23, 1989	Dated:
Subject: Bereavement Leave	
Initiating Authority: Vice President for Finance and Administration	SBR 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.

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; 3) parent, foster parent, parent-in-law; 4) sibling(s); and 5) other members of the family who reside within the home of the employee. 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 an immediate family member.

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) grandparents; 2) grandchildren; 3) sons and daughters-in-law; 4) brothers and sisters-in-law; and 5) foster brothers and sisters.