

PERSONNEL

Personnel - Leave Policies

Bereavement Leave (6.22.3)

PROCEDURE

Tennessee State University will provide all regular, fulltime 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 the 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 will not exceed three (3) regularly scheduled work days.

Immediate family shall be deemed to include:

- (1) spouse
- (2) child, stepchild
- (3) parent, step-parent, foster parent, parent-in-law
- (4) sibling(s)
- (5) grandparents, 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.

REFERENCES

TBR Policy No. 5:01:01:09