SUBJECT: FUNERAL LEAVE

I. PURPOSE: To provide policy on funeral leave.

II. POLICY:

A. Employees of the University who are on "salary contract" for half-time or more and for nine (9) months or more may be granted funeral leave with pay for a period of up to three (3) workdays in the event of a death in the immediate family.

B. "Immediate family" is defined as one of the following: father, mother, brother, sister, wife, husband, son, daughter, uncle, aunt, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandparents.

C. Additional days will be charged to annual leave or leave without pay.