



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 9.4

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Office of Responsibility: VP Fin

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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.