




National University of Health Sciences General Policies

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POLICY STATEMENT

National University of Health Sciences (NUHS) policy allows time off with pay for attendance at funeral services for members of an employee's immediate family, to a maximum of three (3) days. Only full-time faculty and staff members are eligible.

Procedures

Funeral leave is defined as that period of paid time off from employment during the bereavement period for the death of a member of one's immediate family, without loss of salary or benefits.

Immediate Family – members of an employee's family or a member of the family of the employee's spouse, per the following:

- Spouse;
- Parent, step-parent, foster parent, legal guardian (defined as a person legally authorized to rear the employee and who served in the place of parent for a substantial portion of the minority life of said employee);
- Grandparent;
- Son, stepson, daughter, stepdaughter;
- Grandchild;
- Brother, half-brother, sister, half sister, stepbrother, stepsister (or spouse or child of any of them).

It is not the policy of NUHS to allow time off with pay for attendance at the funeral service of a close friend, or relative not defined as a member of the immediate family.

Death of an NUHS Associate – Time will be granted up to three (3) hours for faculty/staff with pay to attend the funeral of a fellow department employee/supervisor. Approval of one's supervisor is required.

Death of a close friend or relative (not immediate family) - Local funerals of people in this category may be attended by using eligible vacation time.

Pay During Funeral Leave:

Paid funeral leave benefits under this policy applies to all full-time employees. An employee will not be eligible to be paid for funeral leave benefits while they are scheduled to be absent from work because of vacation, designated or floating holiday, sickness (paid or unpaid), or other reasons.

Funeral Leave Procedure:

Requests for funeral leave for a death in one's immediate family should be made to one's immediate supervisor. An absence report is to be completed and sent to the Human Resources Department, listing dates of absence and relationship of deceased person to the employee.