




National University of Health Sciences General Policies

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 _____ President	Date	<u>01/18/24</u>		

POLICY STATEMENT

Pursuant to Family Bereavement Leave Act" (FBLA), employees can take 10 workdays* of unpaid leave annually to grieve the death of any "covered family member."

However, National University of Health Sciences (NUHS) policy allows time off with pay for a maximum of three (3) days out of the 10 workdays for attendance at funeral services for members of an employee's immediate family. Only full-time employees 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.

*Eligible employees must have been employed by NUHS for at least 12 months and have worked for NUHS for at least 1,250 hours within the previous 12 months. Leave must be completed within 60 days after the date on which the employee receives notice of the death of a covered family member or event that qualifies the employee.

Full-time employees who are not eligible to take 10 workdays of unpaid leave due to working less than 12 months and/or under 1,250 hours are still eligible for up to three (3) days off with pay.

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).
- Domestic Partner (The law defines "domestic partners" broadly to include adults who are in a committed relationship, and they are not limited to legally recognized partnerships).

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.

Child Extended Bereavement Leave Act (CEBLA)

Employees can receive up to 6 weeks of unpaid leave applicable to circumstances covered under the Child Extended Bereavement Leave Act (CEBLA). Employees must have worked for NUHS for at least two weeks. Employees must take CEBLA leave within one year from when they notify NUHS of the applicable circumstance. Leave can be taken either in a single continuous period or intermittently in increments of no less than four hours. If an employee takes unpaid leave under the CEBLA, however, they cannot also seek additional unpaid leave under the FBLA relating to the same bereavement.