




# National University of Health Sciences General Policies

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## POLICY STATEMENT

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

National University of Health Sciences (NUHS) funeral leave policy allows time off with pay for attendance at funeral services for covered family members for a maximum of three (3) days. This is offered to full-time faculty and full-time staff.

### Procedures

Funeral leave is defined as that period of time off from employment during the bereavement period for the death of a covered family member, without loss of salary or benefits for up to three (3) days.

### Covered Family Members include:

- 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 above.

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 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.