



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Bereavement Leave Policy**

**VOLUME, SECTION & NUMBER:**

**ENTITIES AFFECTED:**

**Faculty  
Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Office of the President**

**EFFECTIVE DATE:**

**July 8, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

Full-time employees are eligible to receive up to three (3) days of paid bereavement leave due to the death of an immediate family member, as defined in this policy.

Full-time employees are eligible to receive up to two (2) days of paid bereavement leave due to the death of a close relative, as defined in this policy.

Full-time employees are eligible to receive up to one (1) day of paid bereavement leave to attend the funeral of a close individual, as defined in this policy.

There is no waiting period for employees to become eligible for bereavement leave.

## **DEFINITIONS:**

### **Domestic Partner**

A domestic partner is defined as an individual who is in a committed intimate relationship with an employee and who shares common living quarters with the employee.

### **Close Individual**

A close individual is defined as a person who played a significant role in the life of an employee, such as a co-worker or close friend.

### **Close Relative**

A close relative is defined as an employee's:

- Aunt or uncle;
- Niece or nephew;
- Parent-in-law;
- Sibling-in-law; or
- First cousin

### **Immediate Family Member**

An immediate family member is defined as an employee's:

- Parent, stepparent, or guardian;
- Sibling or stepsibling;
- Spouse or domestic partner;
- Child or stepchild;
- Grandparent; or
- Grandchild

### **Full-Time Employee**

Full-time employees are employees who are continuously assigned to work a minimum of 37.5 hours per week (40 hours where entire units or offices remain open, such as Physical Plant, Public Safety, Information Services and Resources, and others), and who have an employment period of at least nine (9) months per year. Full-time employees are eligible to participate in all KSU-provided benefits.

## **PROCESS:**

### **Death of an Immediate Family Member**

- If a full-time employee is notified of the death of an immediate family member while he or she is at work, the employee will be permitted to leave work and will be paid for the remainder of his or her scheduled hours for that day. This leave will not be considered part of the employee's allotted three (3) days of bereavement leave.

- The employee will be allowed to take up to three (3) days of paid bereavement leave, which must be taken within thirty (30) days from the date of death of the immediate family member. The employee may also use up to two (2) paid sick days to extend the bereavement leave.
- Prior to taking bereavement leave, the employee must notify his or her supervisor, who may ask for verification regarding the death but may not unreasonably withhold approval.
- The employee shall notify his or her supervisor of the dates of the bereavement leave at the earliest opportunity.

### **Death of a Close Relative**

- A full-time employee may take up to two (2) days of paid bereavement leave following the death of a close relative.
- The leave must be taken within thirty (30) days from the date of death of the close relative. The employee may also use one (1) sick day to extend the bereavement leave.
- Prior to taking bereavement leave, the employee must notify his or her supervisor, who may ask for verification regarding the death but may not unreasonably withhold approval.
- The employee shall notify his or her supervisor of the dates of the bereavement leave at the earliest opportunity.

### **Death of a Close Individual**

- A full-time employee may use one (1) sick day to attend the funeral of a close individual.
- Prior to taking leave, the employee must notify his or her supervisor, who may ask for verification regarding the death but may not unreasonably withhold approval.
- The employee shall notify his or her supervisor of the date of the funeral at the earliest opportunity.

### **RELATED POLICIES:**

Sick Leave Policy

FMLA Leave Policy

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