

Policy Title: Bereavement Leave

Policy Summary: Bereavement Leave Available for Employee's Immediate Family

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Policy providing bereavement leave to University employees to assist employees in the grieving process for immediate family members.

Purpose

The purpose of this policy is to make bereavement leave available to University employees to attend the funeral, make funeral arrangements or assist in the grievance process due to the loss of an immediate family members.

Scope

This policy makes bereavement leave available to all Drake employees to assist in the grievance process due to the loss of an employee's immediate family member.

Definitions

Immediate Family Member: an employee's spouse/partner, child, mother, father, brother, sister, grandparent or grandchild as well as the same relatives of the employee's spouse/partner and those related as a result of marriage (e.g., step relatives).

Policy

Bereavement Policy

Drake University provides time off without loss of pay to attend a funeral, make funeral arrangements, or assist in the grieving process for immediate family members.

A maximum of five working days of bereavement leave is available during a fiscal year to a full-time, regular employee. Managers should work with employees to determine the appropriate time off on a case by case basis.

Last Review Date: January 2021

Effective Date: July 2016