



Leave Policy- Bereavement	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

### Policy Purpose

This policy specifies the requirements for paid bereavement leave for Regular Employees due to the death of an Immediate Family member.

### Policy Statement

A Regular Employee may receive up to three (3) days of bereavement leave in the event of the death of an Immediate Family member. No other classification of employee qualifies for bereavement. At the discretion of the direct supervisor, the days off provided under this policy do not have to be consecutive. Appropriate documentation of the death may be required at the discretion of the employee's direct supervisor. Bereavement leave must be recorded under the appropriate time code.

A part-time Regular Employee, including academic personnel scheduled to carry less than a full teaching load or its equivalent, shall be eligible to receive bereavement leave on a prorated basis.

At the discretion of the direct supervisor, an additional two (2) days of sick leave beyond bereavement leave may be taken.

Authority: T.C.A. § 8-50-113

### Defined Terms

*A defined term has a special meaning within the context of this policy.*

**Immediate Family** Shall be deemed to include 1) spouse; 2) child or step-child; 3) parent, step-parent, foster parent, or parent-in-law; 4) sibling(s); 5) grandparents and grandchildren; and 6) other members of the family who reside within the home.

**Regular Employee** Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort). The Employee Classification policy provides information on types of regular employees.

### **Policy History**

Effective Date: June 14, 2021  
Revision Date:  
Previous: PPP-18 Bereavement Leave

### **Procedure (s)**

N/A

### **Procedure History**

Effective Date:  
Revision Date:

### **Related Form(s)**

N/A

### **Scope and Applicability**

Primary: Human Resources