

# SAP 31.03.03.T0.01 Bereavement Leave

Approved: February 20, 1995  
Revised: March 1, 1997  
Revised: July 25, 2016  
Next Scheduled Review: July 25, 2021



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## Procedure Statement

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This procedure is in accordance with System Regulation 31.03.03, *Leave of Absence with Pay*.

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## Reason for Procedure

The purpose of this procedure is to describe the circumstances of when an employee is eligible for bereavement leave at Tarleton State University (Tarleton).

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### 1. GENERAL

- 1.1. For the death of a spouse, or the employee's or spouse's parent or child, an emergency leave of up to five (5) working days, depending upon the specific circumstances, may be approved. These allocated days are intended to provide for usual circumstances that occur due to death of these immediate family members; additional time needed should normally be charged to accrued vacation or, if available, compensatory time.
- 1.2. For the death of an employee's or spouse's brother, sister, grandparent, or grand-child, an emergency leave of up to two (2) working days, depending upon the specific circumstances, may be approved, with an additional day granted for an out-of-state funeral. These allocated days are intended to provide for usual circumstances that occur due to death of these family members; additional time needed should normally be charged to accrued vacation or, if available, compensatory time.
- 1.3. To attend the funeral of a relative not listed above or a friend, two (2) hours may be approved. Accrued vacation or, if available, compensatory time may be used to supplement this two-hour period. In the case of a Tarleton employee who dies, the President may excuse Tarleton employees for an appropriate period in order that those who wish to attend the funeral in honor of that person may do so.
- 1.4. Employees document and request the use of Leave of Absence with Pay - Bereavement through LeaveTraQ.

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## **Related Statutes, Policies, or Requirements**

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System Regulation [31.03.03 Leave of Absence with Pay](#)

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## **Contact Office**

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Office of Employee Services  
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