Tennessee Technological University
Policy No. 613

Bereavement Leave

Effective Date: January 1, 2014
I. Purpose

This policy establishes the conditions for bereavement leave.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by Associate Vice President of Human Resources with recommendations for revision presented to Vice President for Planning and Finance.

III. Policy/Procedure

It is the policy of Tennessee Tech to provide all regular, full-time and part-time employees time off without loss of pay due to the death of an immediate family member as defined below, consistent with TCA § 8-50-113.

An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three (3) regularly scheduled work days. Immediate family shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s), 5) grandparents and grandchildren and; 6) other members of the family who reside within the home. In addition to the three (3) regularly scheduled work days, sick leave not to exceed two (2) days may be granted at the discretion of the appropriate approving authority in the instance of death of one of the immediate family members listed above.

Regular part-time employees, including academic personnel scheduled to carry less than a full teaching load or its equivalent, regardless of probationary status, shall be eligible to receive bereavement leave on a prorated basis equal to the percentage of their employment to full-time employment.

IV. Interpretation

The Associate Vice President of Human Resources or his/her designee has the final authority to interpret the terms of this policy.

V. Citation of authority for policy

TBR Policy 5:01:01:09; TCA § 8-50-113