

# Civil Service Employee Bereavement Leave

## Employees – Human Resources

### CWU Policy 301-05

**Effective:** April 27, 2022

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

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- (1) This policy applies to non-represented classified employees.
- (2) This policy is to be used in conjunction with [WAC 357-31-250](#).
- (3) Employees, with the approval of their supervisor, may take up to five working days off with pay for traveling to, making arrangements for, and attending a funeral or memorial service, or handling related estate business for the death of family members as defined in [WAC 357-01-172](#). The time may be taken all at one time, or intermittently as needed.

#### History:

*Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;  
Review/Effective Date: 04/27/2022; Approved by: A. James Wohlpart, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-061, June 2025*