

# Bereavement Leave

## Employees – Exempt Employee Code

### CWU Policy 305-26

**Effective:** September 5, 2012

**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) Employees, with the approval of their supervisor, may take up to ten 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 CWU 305-32 (Paid Leave to Care for Family Members with Serious Medical Conditions) as well as a parent of the employee's dependent child. The time may be taken all at one time, or intermittently as needed.
- (2) With the approval of their supervisor, employees may take bereavement leave to attend other funerals. Such bereavement leave with pay shall be limited to a maximum of one day.

#### **History:**

*EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09; Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-60-020, June 2025*