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**Frequently Asked Questions on Bereavement Leave
(University Regulation R04.06.130 – revised effective 1/4/16)**

Q: What is bereavement leave?

A: University employees may use accrued sick leave for different types of bereavement leave:

1. An absence within five days after the death of an immediate family member (new, effective 1/4/16);
2. Up to five consecutive work days to arrange or attend the funeral of an immediate family member;
3. Up to one work day to attend the funeral of a friend or relative not in the immediate family.

An employee may use up to ten days of sick leave after the death of an immediate family member: for absences within five days after the death of an immediate family member and/or for up to five days to arrange or attend the funeral (at any time). Immediate family member is defined in R04.06.130.A.2.

Q: Can donated leave (leave share) be used for bereavement leave?

A: Yes, if an employee is approved for leave share, donated leave can be used for up to ten days of bereavement leave: for absences within five days after the death of an immediate family member and/or for up to five days to arrange or attend the funeral of an immediate family member.

Q: How does an employee qualify for leave share?

A: The employee's absence must be designated as Family and Medical Leave (FML) for a serious health condition or as bereavement leave for an immediate family member, and a full-time employee must have been on Sick Leave Without Pay for at least 80 hours within 28 calendar days (revision, effective 1/4/16). With the leave share application, the employee must either submit the FML application for a serious health condition or provide medical documentation of the death of an immediate family member.

Q: What qualifies as documentation of the death of an immediate family member?

A: If the employee has been on FML to care for a terminally ill family member, their FML certification may indicate that the condition is terminal. A note from a medical provider or an obituary could also document the reason for the employee's absence.

Q: What is the timeframe in which an employee needs to provide the documentation?

A: Usually, documentation is submitted with the application for leave share. If an employee has been approved for leave share while caring for their immediate family member, and additional documentation is necessary for bereavement leave, they should submit it as soon as reasonably possible so that they can continue in paid status. If the employee has not already been approved for leave share, the documentation should be submitted with the leave share application.

Q: Are extended temporary employees eligible for leave share?

A: Extended temporary employees are not eligible for leave share. Temporary employees are generally not benefit-eligible, but an exception is made for health coverage and sick leave for extended temporary employees. The expectation for the leave “share” program is that employees will be leave donors as well as leave recipients. By the nature of their short-term employment which is limited to 18 months, temporary employees will rarely be in a position to donate leave. Finally, because extended temporary employees are hired for a limited period of time to fill a specific need, a lengthy absence does not meet the university’s needs.

Please contact your regional Human Resources office if you need additional information.