



Lehigh University Human Resources Policy

Policy Number: 107
Effective Date: 7/1/1991
Revisions: 1/1/2003
Applicability: All Faculty and Staff

FUNERAL LEAVE POLICY

Purpose:

Policy on leave available due to the death of family members

Policy:

Employees are entitled to up to five days absence with pay in the event of death in the immediate family. For purposes of this policy, the immediate family includes spouse or domestic partner, children, father, mother, brother, or sister. Employees are entitled to up to three days absence with pay in the event of the death of a father-in-law, mother-in-law, brother-in-law, or sister-in-law. Up to one day's absence with pay will be allowed in the event of the death of grandparents, aunts, or uncles. Leaves to attend funerals of other relatives may be granted at the discretion of the employee's supervisor.

Funeral leave is granted for either making necessary burial arrangements or attending a funeral. The supervisor may request written confirmation of the need for leave, such as a death notice.

Both full and part-time faculty and staff are covered by this benefit. The eligibility of part-time faculty and staff is dependent on their work schedule. Part-time faculty and staff receive pay according to the schedule they normally work.

Keywords: Funeral, Bereavement, Death