



RUTGERS POLICY

Section: 60.9.22

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Death in the immediate Family

Formerly Book: 30-01-40-20:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 2/19/2007; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy determining compensation for scheduled workdays that employees in legacy UMDNJ positions are absent due to death in the immediate family.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.22 DEATH IN THE IMMEDIATE FAMILY

This policy applies to all employees in legacy UMDNJ positions utilizing time-off for death in the immediate family. Eligibility for sick pay for absence due to death in the immediate family applies to regular full-time employees, regular part-time employees employed for twenty (20) hours or more per week and full-time temporary employees employed for six (6) months or more.

Regular part-time employees employed for twenty (20) hours or more per week, are eligible for pay on a pro-rata basis.

Up to three (3) consecutive calendar days off with pay will be granted to eligible employees at the time of the death of an immediate family member provided they are scheduled to work those three (3) days and provided sick pay is accumulated to the credit of the employee.

Additional time off may be granted by the employee's Department Head/designee chargeable to available administrative leave; float holidays; vacation days or compensatory days, but not additional sick days unless supported by medical documentation.

Members of the immediate family are defined as spouse, children, parents, domestic partner, civil union partner, brother or sister, parents-in-law, or other relatives living in the employee's household unit.

In cases where the death of a grandchild, grandparent, brother-in-law or sister-in-law, aunt or uncle, niece or nephew occurs, up to one (1) calendar day off with pay will be granted to attend the funeral services provided sick pay is accumulated to the credit of the employee.

Time not worked for these benefits is charged to accumulated sick pay and should be shown on the appropriate time sheet. Proof justifying the payment for death in the family benefit should be submitted to the employee's department head.