



## UNIVERSITY POLICY

<b><u>Policy Name:</u></b>	Bereavement Leave					
<b><u>Section #:</u></b>	60.3.4	<b><u>Section Title:</u></b>	Human Resources (HR): Non-Academic Employees	<b><u>Formerly Book:</u></b>	3.6.5	
<b><u>Approval Authority:</u></b>	Senior Vice President for Human Resources and Organizational Effectiveness		<b><u>Adopted:</u></b>	02/1977	<b><u>Reviewed:</u></b>	02/26/2020
<b><u>Responsible Executive:</u></b>	Senior Vice President for Human Resources and Organizational Effectiveness		<b><u>Revised:</u></b>	12/1991, 08/02/2006 (Updated titles); 02/29/2008, 07/01/2013, 09/09/2013 (Updated title and Section 3); 02/26/2020		
<b><u>Responsible Office:</u></b>	University Human Resources		<b><u>Contact:</u></b>	policies@hr.rutgers.edu		

### RUTGERS POLICY

**Section:** 60.3.4

**Section Title:** Non-Academic Employees

**Policy Name:** Bereavement Leave

**Formerly Book:** ~~3.6.5~~

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 2/1977

**Revisions:** 12/1991, 8/2/2006 (Updated titles); 2/29//2008, 7/1/2013, 9/9/2013 (Updated title and Section 3)

**Errors or changes?** [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

#### 1. Policy Statement

This policy outlines the definition of bereavement leave and time available for staff employees.

#### 2. Reason for Policy

To inform ~~university~~University employees of the definitions, procedures, and requirements associated with using bereavement leave.

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All regulations and procedures are subject to amendment.

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### 3. **Who Should Read This Policy**

This policy is applicable only to employees in legacy Rutgers positions. A legacy Rutgers position is a position which, historically, was associated with ~~the~~ Rutgers University before June 30, 2013. ~~Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system.~~ These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy University of Medicine and Dentistry of New Jersey (UMDNJ) positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

### 4. **Resources Related Documents:**

a. ~~Absence Reporting System overview (<http://uhr.rutgers.edu/online-services/absence-reporting-system-ars>) and~~

b. ~~Absence Reporting System access system access (<https://payrolluhr.rutgers.edu/ars/>)~~

### 5. **Definitions Contacts:**

~~University Human Resources Benefits Office 848-932-3990N/A~~

### 6. **The Policy**

#### **~~60.3.4 BEREAVEMENT LEAVE~~**

An employee who is absent from work due to a death in the immediate family (i.e., mother, father, spouse, domestic partner, partner in a civil union, child, foster child, stepchild, stepparent, ward, sister, brother, grandmother, great grandmother, grandfather, great grandfather, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any relative of the employee residing in the employee's household) may charge up to three (3) days for such absence to bereavement leave. Such time must be initiated within seven (7) calendar days from the notice of the date of death.

If such notification exceeds the date of death by more than seven (7) calendar days, a department may require verification of notification. In the event the funeral of a member of the immediate family is held at a distant location and the employee will attend, an exception to the above may be requested by the employee to provide for up to five (5) days of absence to be charged to bereavement leave. "Distant location" means a place to which travel for the better part of a day would be necessary.

Bereavement leave should be designated as "B" on the Staff Absence Record card.

Always refer to the appropriate collective negotiations Agreements for any variations or additional details in the above policy.

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