

Personnel – General

E. Leaves of Absence

4042 Bereavement Leave

Definition of Immediate Family

For purposes of this policy, an immediate family member shall be limited to mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law, or sister-in-law of the employee or any relative living in the immediate household of the employee, or upon approval of the College President or Chancellor, an equally significant other person.

Duration of Leave

An employee shall be entitled during the academic year to a maximum of three (3) days leave of absence, or five (5) days leave of absence if out-of-state travel or a distance exceeding 350 miles is required, without loss of salary or extra hours pay on account of the death of any member of his or her immediate family.