

Bereavement Leave Policy

Section: V: Human Resources

Chapter: 30

Date Updated: January 10, 2014

30.1 Policy

It is the policy of The University of Texas at El Paso to provide employees of the University with up to three (3) workdays of paid leave because of a death in the employee's family.

30.2 Applicability

30.2.1 Employees

This policy applies to employees of the University who are required to work at least twenty (20) hours per week for a period of at least four and one-half months, and are not employed in a position which requires the employee to be a student as a condition of the employment.

30.2.2 Employee's Family

For the purposes of this policy, the death of an employee's spouse, or an employee's or spouse's parent, brother, sister, grandparent, grandchild, or child is considered to be a death in the employee's family.

30.3 Procedures

30.3.1 Notification and Approval

Bereavement leave may be used immediately upon notification and approval by the employee's supervisor, or the leave may be taken at a later time with supervisory approval. A leave request form should be used to document the use and approval of the leave.

30.3.2 Additional Leave

The employee's supervisor may grant additional leave in consultation with Human Resource Services. Any additional leave granted should be taken as vacation leave or compensatory time. If both are unavailable, leave without pay may be used only with supervisory approval.