

**Policy Title: Bereavement Leave**

**Policy Number: BU-PP 401**

**Date Issued: September 24, 2013**

**Responsible Executive: Vice President & Chief  
Human Resources Officer**

**Date Last Revised: January 1, 2022**

**Responsible Office: Human Resources**

## **Bereavement Leave BU-PP 401**

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### **Policy Statement**

Bereavement Leave establishes uniform guidelines for providing paid time off through the use of paid Bereavement Leave for Eligible Employees related to the death of an immediate family member.

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### **Reason for the Policy**

Bereavement Leave is available to Eligible Employees for making funeral arrangements, attending the funeral and burial, paying respects to the family at a wake or visitation, and other ancillary matters that an employee must address when a loved one dies.

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### **Individuals/Entities Affected by this Policy**

Staff and benefit eligible temporary employees

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### **Exclusions**

Faculty members, student employees, and short-term temporary staff

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### **Related Documents and Forms**

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#### **University Policies and Documents**

[400 Benefit Eligibility Classification](#)

[402 Vacation Time](#)

[406 Non-Compensated Leave](#)

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**Forms and Tools**

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[Paid Bereavement Leave Request form](#)

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**Definitions**

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These definitions apply to terms as they are used in this policy.

<b>Eligible Employee</b>	Staff and benefit eligible temporary employees
<b>Short-Term Temporary Staff</b>	Staff positions that are temporary and/or intermittent/seasonal in nature and do not qualify for leave accruals or other employee benefits
<b>Pay Period</b>	Period of time an employee works for compensation. Please see the schedules on the payroll site for further information. <ul style="list-style-type: none"><li>• Bi-weekly pay period starts on a Sunday at 12:00 a.m. and ends on the second Saturday at 11:59 p.m.</li><li>• Monthly pay period starts on the first day of the month at 12:00 a.m. and ends on the last day of the month at 11:59 p.m.</li></ul>
<b>FTE (Full-Time Equivalency)</b>	One FTE is equal to an employment position working 40 hours per week. (0.75 FTE = 30 hours per week; 0.50 FTE = 20 hours per week).  A position FTE percentage is determined by the following formula:  $\text{Scheduled Hours Per Week divided by } 40 = \text{FTE}$  $\frac{\text{Scheduled Weekly Hours}}{40} = \text{FTE}$
<b>Bi-Weekly</b>	Employee who is paid every two weeks (non-exempt employees)
<b>Monthly</b>	Employee who is paid at the end of every month (exempt employees)
<b>Timecard</b>	University approved means for reporting non-exempt hours worked and leave hours

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**Contacts**

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Policy Questions</b>	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="https://hr.web.baylor.edu">https://hr.web.baylor.edu</a>
<b>Timecard Entry Questions</b>	Payroll Office	254-710-2217	<a href="mailto:Payroll_Office@baylor.edu">Payroll_Office@baylor.edu</a> <a href="https://payroll.web.baylor.edu">https://payroll.web.baylor.edu</a>

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## Responsibilities

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<b>Eligible Employee</b>	Report death of family member to supervisor or department head; record absences and provide documentation upon request
<b>Supervisor or Department Head</b>	Advise employee of appropriate policies and absence tracking; confirm paid time accrual balances; approve absences recorded
<b>Human Resources</b>	Confirm employee's classification/eligibility; direct employee or supervisor to appropriate University policies

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## Principles

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Baylor University provides paid Bereavement Leave to Eligible Employees in the event of the death of family members according to the following table. The amount of paid Bereavement Leave provided will be determine based on the relationship the Eligible Employee has with the family member and the Eligible Employee's FTE. The paid Bereavement Leave hours shown in the table are based upon 1 FTE (40 hours per week).

<b>Family Member</b>	<b>Paid Bereavement Leave (Hours)</b>
Spouse / Child* / Step-Child	Up to 80 Hours
Parent / Parent-in-Law / Step-Parent	Up to 40 Hours
Brother / Sister / Daughter-in-Law / Son-in-Law / Brother-in-Law / Sister-in-Law / Grandchild / Grandparent / Grandparent-in-Law / Great Grandchild / Great Grandparent / Great Grandparent-in-Law	Up to 24 Hours

\*Child includes a court appointed foster child or other dependent as defined by the IRS.

There may be a time when an employee may benefit from utilizing Bereavement Leave in addition to the relationships identified above, such as instance of a miscarriage of an unborn child or other close relationship. In these instances, the manager and employee can reach out to Baylor Human Resources for guidance as needed.

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## Availability

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Eligible Employees can request paid Bereavement Leave upon their first day of employment and may request paid Bereavement Leave for any loss of a family member detailed above regardless of the timing of any prior requests.

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## Paid Bereavement Hours – Less Than 40 Hours Per Week

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For positions that are scheduled for less than 40 hours per week, the amount of paid Bereavement Leave hours provided will be prorated according to the employee's FTE. *(To calculate an FTE, see FTE in definitions section above.)* For example, for someone working a 20-hour/week position (FTE 0.50), the amount of paid Bereavement Leave hours provided in the event of a death of a spouse would be up to one-half of the 80 hours for regular, full-time positions, or 40 hours.

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## Procedures

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The need for paid Bereavement Leave shall be reported as soon as possible to the employee's supervisor or department head.

To request paid Bereavement Leave, the Eligible Employee should:

1. Complete and submit to Human Resources the [Paid Bereavement Leave Request form](#) prior to the use of paid Bereavement Leave or upon the return from paid Bereavement Leave if not feasible to do so prior to the use of paid Bereavement Leave.
2. In the event additional time off is needed beyond what the Bereavement Leave allows for, the employee may request the supervisor's approval for use of alternate paid time off such as vacation or health leave. Such requests are considered on a case-by-case basis at the discretion of the supervisor, and in accordance with University policy.

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## Tracking Bereavement Leave

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Paid Bereavement Leave is tracked using the processes and systems put in place by the University.

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## Payment

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Payment for paid Bereavement Leave to bi-weekly staff employees is included in the regularly scheduled paycheck provided that the Timecard and comments were submitted with the employee's time record and approved in accordance with University policy. The employee will not be paid for hours off in excess of accrued paid Bereavement Leave hours.

4. Bereavement Leave (BU-PP 401)

Payment for paid Bereavement Leave will not exceed the compensation for scheduled hours per week approved for the position. Paid Bereavement Leave may not be donated to another employee that works for Baylor University.

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### **Holidays and other University Closures**

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If an official University holiday or closure occurs during the Bereavement Leave, the Eligible Employee will receive holiday pay in lieu of Bereavement Leave, provided the Eligible Employee is in pay status the day before and the day after the official University holiday. The Eligible Employee should record their time for holidays days as Holiday pay and miscellaneous time.

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### **Separation from Service**

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Upon separation from service, unused Paid Bereavement leave has no cash value in the employee's final pay.