

# University of Arkansas at Pine Bluff

## Faculty/Staff Handbook

Policy: **BEREAVEMENT LEAVE**

Policy #: **9.8**

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You may use sick leave when you are absent from work because of the death of a member of your immediate family. Immediate family means your mother, father, sister, brother, husband, wife, child, grandchild, grandparents, in-laws, or any individual who has acted as your parent or guardian.

If you wish to attend the funeral of anyone outside your immediate family, you should make a request, as far in advance as possible, to your supervisor. Your absence will be charged to sick leave first, then annual leave, or to compensatory time if you have no annual time.

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**Resource(s): Board Policy 420.2**

**Approved by:**

**Approval date:**

**Custodian: Human Resources**