



HUMAN RESOURCE POLICY & PROCEDURE

Topic: BEREAVEMENT LEAVE POLICY & PROCEDURE		
Policy #:	Version: 1.0	Updated Date: May 2008

Purpose: To define Roger Williams University (the “University”) policy and procedure regarding bereavement leave upon the death of a close relative.

Scope: This policy applies to all employed in full-time, permanent positions and part-time, permanent positions by the University, subject to the terms herein and to the provisions of governing collective bargaining agreements (CBAs) for those recognized by same. Where there is conflict between the CBAs and this policy, whether by inclusion or exclusion of terms, the CBA’s express terms only govern.

Policy:

I. Immediate & Extended Family

A maximum of five (5) days paid leave shall be granted to a employee upon the death of the employee’s spouse, child, (as defined in RWU Family Leave Policy & Procedure) parent, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild or relative living in the employee’s household and not paying rent to or on behalf of the employee for at least nine (9) continuous months preceding the death. The relative must be registered with the University’s Department of Human Resources (HR) for at least nine (9) continuous months preceding and at the time of death, on a form as determined by HR, certifying the familial relationship and living arrangement.

II. Purpose

The leave is exclusively to mourn, attend a funeral, burial or other similar grieving ceremony and to comfort others in a time of personal loss. Therefore, the employee utilizing bereavement leave may be required, at the University’s discretion, to validate the death and preparation and/or attendance at a grieving ceremony and/or visitation with others, grieving the loss in a manner reasonable under the circumstances.

III. Additional Considerations

- A.** In the event of a common disaster, the paid days are not multiplied unless there are disparate locations for a funeral, burial or other similar grieving ceremony among those who have died.
- B.** In the event the number of paid leave days reaches fifteen (15) in any given year, the remaining leave authorized hereunder will be unpaid.