



Title: Bereavement Leave Policy
Effective Date: November 1, 2014
Issuing Authority: Senior Vice President for Administration and Finance
Policy Contact: Associate Vice President for Payroll and Benefits
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Purpose

The purpose of this policy is to define the Bereavement Leave Policy at Mercer University.

Scope

This policy applies to all employees of Mercer University.

Exclusions

None

Definitions

As used in this policy, the following term(s) have the meaning specified below:

Employee: any faculty (including, but not limited to, regular, visiting, or adjunct), any individual who has an appointment at the University, and all regular and temporary staff.

Immediate Family Member: the employee's spouse, children, and parents.

Other Family Members: the employee's mother-in-law, father-in-law, grandparents, grandchildren, siblings, aunts, uncles, nieces, and nephews.

Policy Statement

In the event of the death of an Immediate Family Member of the employee, up to five Sick Days may be used for Bereavement Leave. If additional time is needed, available Vacation Days may be used.

In the event of the death of Other Family Members not defined to be included as an Immediate Family Member, up to three Sick Days may be used for Bereavement Leave. If additional time is needed, available Vacation Days may be used.

In the event of the death of non-Family Members, available Vacations Days may be used for Bereavement Leave.