



# College of The Albemarle Policy

**Policy Number: 3.2.16**

**Pages: 1 of 1**

---

**Title: Bereavement Leave**

**Related Policy and Procedures: Policy 3.2.6 Annual Leave, Policy 3.2.5 Sick Leave, Policy 3.2.17 Leave Without Pay**

**Division of Responsibility: Human Resources**

---

College of The Albemarle recognizes the impact of personal loss on our employees and is dedicated to offering compassionate support during bereavement. All full-time employees shall be granted up to 24 hours (equivalent to three eight-hour workdays) of paid bereavement within a fiscal year to grieve and attend to matters related to the death of an immediate family member. For purposes of this Policy, "immediate family member" means the employee's spouse, parent, child, sibling, grandparent, and grandchild. This also includes all step, half, in-law relationships and some people engaged in an amorous, physical, or romantic relationship who reside together without being legally married.

Any leave taken beyond the allocated bereavement hours must be charged to annual, sick, faculty personal leave, or leave without pay. Employees must notify their immediate supervisor promptly upon the occurrence of a death and ensure appropriate coverage of their job duties.

Employees may be requested to provide reasonable documentation or proof of the death (e.g., obituary, death certificate) upon returning to work.

In addition to the bereavement leave entitlement, employees may take up to four (4) hours of bereavement leave to attend the funeral or service of a co-worker or COA retiree should that occur within normal working hours. Supervisors will promptly review bereavement leave requests, considering the circumstances and ensuring adequate coverage for the employee's duties.

Unused bereavement leave does not carry over to the next fiscal year and will not be paid out upon termination or resignation. Bereavement leave may not be used for calculating an employee's retirement benefits.

Employees will be offered support through employee assistance programs (EAPs) or other counseling services to help cope with bereavements and provide them with resources to manage grief.

June 13, 2023

August 13, 2024

August 13, 2024

---

**Date Approved by Board of Trustees**

---

**Date of Last Review**

---

**Date of Last Revision**