

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES BEREAVEMENT LEAVE	Policy 4.02.23
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Full-time employees are eligible for up to forty (40) hours of paid leave following the loss of an Immediate Family Member¹. Part-time employees will receive a prorated amount based on their number of hours compared to a full-time schedule.

To be eligible for Bereavement Leave, employees must be either full-time or part-time with a schedule that is at least half-time. Part-time employees are not eligible for Bereavement Leave if they work less than half-time. Temporary employees, interns, and contractors are not eligible for Bereavement Leave.

Bereavement Leave must be used within 180 days of the date of death. Bereavement Leave does not have to be used on consecutive days and may be used as the employee needs, subject to approval by the supervisor. There is not a limit on the number of uses of bereavement leave in a year period, so long as it follows the loss of an Immediate Family Member¹.

Bereavement Leave may be taken by an employee only upon authorization by the employee's supervisor. The supervisor shall approve the use of Bereavement Leave for the date(s) requested by the employee to the greatest extent possible, while maintaining business operations.

¹ Immediate Family Member - As defined, someone having a relationship with the employee included in the chart below:

Spouse	Parent	Child	Sibling	Grand/Great	Dependents
Husband Wife	Biological Adoptive Step Loco Parentis* In-law	Biological Adoptive Foster Step Legal Ward Loco Parentis* In-law	Biological Adoptive Step Half In-law	Parent Child Step In-law	Living in the employee's household.
*A person who is in the position or place of a parent.					

Adopted: November 18, 2025