



College of The Albemarle Policy

Policy Number: 3.2.16

Pages: 1 of 1

Title: Bereavement Leave

Related Policy and Procedures:

Division of Responsibility: Human Resources

All full-time employees shall be granted up to three (3) days for bereavement leave for 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 without the benefit of marriage that live in the same house.

Any leave taken beyond the three (3) days must be charged to annual, sick, or leave without pay. An employee should notify his/her immediate supervisor when a death in the immediate family occurs. If leave is taken beyond the three days of bereavement leave, the employee and supervisor must ensure that the employee's job duties are adequately covered.

June 13, 2023

June 13, 2023

N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision