

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 507: Bereavement Leave

A-B Tech recognizes the need for time off to deal with the loss of an immediate family member. The College offers paid bereavement leave to full-time regular employees for this purpose when the deceased is a designated relative, as defined below. Eligible employees may take up to three days of bereavement leave, as follows:

* If the death occurs during a vacation period, bereavement leave may substitute for applicable vacation days, or the vacation period may be extended by a like amount.

If more leave is desired or the deceased individual does not meet the definition of a designated relative, the employee may request accrued vacation or sick leave, consistent with the applicable procedures.

When requesting time off for this purpose, employees should submit the Request for Leave form to the supervisor as much in advance as possible.

### Definitions:

Eligible Employees: As defined in Policy 503.05, Employment Categories and Classifications.

Designated relatives: Employee's spouse, parents, children, siblings, grandparents, grandchildren, parents-in-law, and brothers and sisters-in law.

### References:

Employment Categories and Classifications, Policy 503.05

Requesting and Reporting Absence, Procedure

Pursuant to Board Policy 507, Bereavement Leave procedures must be followed when requesting time off for this purpose.

Owner: Executive Director, Human Resources & Organizational Development, Ext. 7900

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