

## **Bereavement**

Bereavement leave for the death of a family or household member is granted in accordance with University policy and applicable collective bargaining agreements. Currently, SIEU contract classified, professional staff and non-union classified staff are granted three days for the death of each family or household member. For WFSE classified, for each family or household member one day is granted, and up to two additional days may be approved. Individual circumstances are considered in all cases.

For definitions of "family member", see the University's Web page on [Bereavement Leave](#).

Additional time taken for bereavement, or time taken for condolence (e.g. for any family member or friend not included in the definition that justifies bereavement leave) may be approved as sick leave.

## **Procedure**

*Employee* completes a "Request for Leave" (UoW 2035) form and gives it to supervisor with a request for bereavement leave ([Click here to view a sample](#)). *Manager* reviews employee's request for bereavement leave, and if appropriate, approves. If a WFSE contract-classified employee has requested more than one day of bereavement leave, the manager reviews and, if appropriate, approves; in units where the Director's approval is also required, the request is forwarded to the Director for approval ([Click here to view a sample approval letter](#)). Copies of signed bereavement leave approval letters should be distributed as shown on the sample below.

FS/OR  
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