

# Policy

Policy # 3.04.01.01

Effective Date 2/26/03

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Leaves</p>	<p><i>(Specific Subject Area)</i></p> <p>Bereavement Leave</p>
	<p><b>Author:</b>          Committee:          Nancy Edwards          Jill Jascha          Vicki Rutherford          Lila Tatum</p>	<p><b>Supersedes Policy</b>          New</p>
<p><b>Relates to Procedure #</b>          3.04.01</p>	<p><b>Impact:</b></p>	
<p><b>Legal Citation (if any):</b></p>		
<p><b><i>North Idaho College</i></b></p>		

Policy Narrative

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Benefited personnel will be granted up to five working days of paid leave if there is a death in their immediate family. Immediate family for this policy is defined as including the employee's spouse, domestic partner, parent, child, sibling, uncle, aunt, grandparent, grandchild, in-law (same members of spouse's family) or any person who was a member of the employee's established household.

**Additional Time Off**

It is understandable that in certain instances the loss of a family member may so emotionally or physically affect an employee as to make it difficult or impossible to return to work and satisfactorily perform the duties of his/her job immediately following the use of bereavement leave. If additional time off is necessary due to the death of a family member, arrangements may be made through the supervisor to permit the employee to use vacation time, personal day, sick leave or time off without pay.