

CBE BEREAVEMENT POLICY

Purpose

The College of Built Environments bereavement leave policy establishes uniform guidelines for providing paid time off for staff and faculty for absences related to the death of immediate family members.

Definitions

Definition of an immediate family member for Professional Staff and Faculty - employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood, those persons in a "step" relationships.

Definition of an immediate family member for Classified non union -Defined by Washington Administrative Code (WAC) [357-01-172](#) and [357-31-250](#).

Definition of an immediate family member for a contract covered staff- determined by [collective bargaining agreement](#).

Eligibility

Professional Staff are eligible after the point of hire.

Faculty: Full time and Part time faculty are eligible after the start of appointment date.

Note: If the loss occurs while the employee is in a probationary or trial service period, they are eligible to take time off for bereavement. However the probationary or trial service period lengthens by the number of bereavement days.

UW Policy

This policy is directly related to the University of Washington professional staff [bereavement](#) policy and the UW [faculty leave policy](#).

CBE Policy

Procedures

Notification:

An employee who wishes to request to take time off due to the death of an immediate family member should notify their supervisor and HR as soon as possible. If the employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

Bereavement time off is separate from accrued sick and vacation time off. However, in addition to bereavement leave, a staff may, with their supervisor's approval, use any available vacation or sick time off for additional approved time off. Faculty should work with their Department Chair to arrange time beyond the allowed leave listed below. Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses or overtime.

Number of days allowed in paid bereavement leave :

If approved by supervisor:

Staff are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death in the immediate family. Supervisors may approve modified duties for up to 2 weeks.

Faculty are allowed up to three consecutive days off from regularly scheduled duty with regular pay. The Department Chair may approve modified duties for a maximum of 2 weeks. Requests are managed and approved by the department and not tracked in Workday.

Logistics

Staff - use [Workday](#) to submit requests.

Faculty - contact department chair to discuss class arrangements and other duties.

Criteria for approving or denying:

Supervisor may require verification of the family member's death. While we expect most requests are granted, there may be exceptional circumstances for denial of leave or denial of using vacation, sick, or otherwise granting additional time.

If there are mission critical tasks that are uniquely dependent on the employee, supervisor may negotiate the timing of leave or deny use of additional time

Effective Date: September 1, 2023

Last Review Date: August 3, 2023

Councils Review: November 2023

Dean's Office Contact:

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Discussion and Rationale

Comment: "Is this not a UW policy, is there a need for CBE to have a separate policy."

Response: This document outlines CBE specific procedures in accordance with this policy.

"Definition of an immediate family member..."

Comment: "This definition seems to be a little more loose than WAC 357-01-172 and 357-31-250. For example, this does not include household members who may not be family members (i.e. roommates) and grandparents or grandchildren. Although the definition captures a range of relationships that are most likely to be very deep and therefore cause a lot of pain when a family member dies, for various reasons similarly strong relationships may exist with people outside of that list such as grandparents, grandchildren, or very close friends. I would like this policy to accommodate to that reality as much as possible."

Response: The definition in this policy is in alignment with the University definition of an immediate family member (which does include grandparents- this portion has been updated to include that). Extending the definition to include friends would be out of the scope of this definition, because this policy is for professional staff and faculty in the workplace. The policy does not replace work colleagues and others that would like to send an acknowledgement.