


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 435.10</b>		
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<b>Section:</b>	Personnel	<b>Subject:</b>	Bereavement Leave

## PURPOSE

Bereavement Leave allows employees time off because of a death in the immediate family.

## PROCEDURE

1. Definition
  - 1.1 A member of the immediate family is defined as a spouse, children, father, mother, sibling, grandparent, and the corresponding in-law relationships of the employee.
  - 1.2 The College realizes that there are times or particular circumstances when an employee may have someone close other than those mentioned above. In that event, the employee is urged to present the circumstances to the President or designated representative who will evaluate that particular situation and grant the time off on the same basis as death in the immediate family.
2. Notification and Request Procedure

A "Request for Leave" form must be submitted to the supervisor.
3. Length of Time
  - 3.1 A maximum of one week bereavement leave in the case of a death in the immediate family will be granted.
  - 3.2 Additional bereavement leave time, up to a maximum of one week, may be granted an employee for the death of a spouse. This additional leave time may be taken up to one year after the death occurs.
4. Charging of Bereavement Leave

Bereavement leave is not charged to any accrued leave.