Allegany College of Maryland

BEREAVEMENT LEAVE

Adopted Date 1980
Revised Date 05/2024
Approved by BOT 05/13/2024
Implementation Date 05/14/2024
Type of Policy – Human Resource Policy

Eligible employees are provided with paid leave upon the death of an employee's immediate family.

Eligible employees include full-time faculty and staff and regular part-time staff.

- Full-time employees are provided up to a maximum of four consecutive days of paid bereavement leave.
- Part-time employees are provided up to a maximum of three consecutive days of paid bereavement leave, based on their normally scheduled work hours.
- If an ineligible employee has earned leave available to them, they may request to use that leave for bereavement leave purposes for the death of an immediate family member.

Bereavement time may be extended as necessary with the use of earned annual leave, or sick leave if annual leave is unavailable, subject to supervisor approval. For employees with no earned leave available, a request for unpaid leave, subject to supervisor approval, may be taken for the death of an immediate family member, and in accordance to Leave Without Pay, 03.06.013. Employees may request to use annual leave, or sick leave if annual leave is not available, to attend services for those not defined as "immediate family" below.

Immediate family members are defined as an employee's spouse/domestic partner, parent, child (adopted, biological, foster, step, or legal ward), sibling, grandparent, grandchildren, all step and in-law relationships, or any member of the employee's household.

In each instance, an employee requesting bereavement leave must supply the name and relationship of the deceased in written form to their supervisor. A copy of the employee's written request and a statement from the supervisor indicating their determination of the number of days granted, must be forwarded to the Human Resources Office for placement in the employee's personnel file within a reasonable time frame upon returning to work.