

**Section 03**  
**Org. 1980**  
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**03.006.01**  
**All College**  
**Bereav.Lve.**

## **Bereavement Leave**

It is the policy of Allegany College of Maryland to provide bereavement leave in the event of a death impacting an employee. When a death occurs in an employee's immediate family, all regular full-time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. Immediate family members are defined as an employee's spouse, parents, stepparents, sibling, child, step-child, grandchild, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepbrother, stepsister, foster child, or any member of the employee's household. In special circumstances the supervisor may approve bereavement leave for others not defined above.

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's supervisor on a case-by-case basis. The College may require an explanation of relationship as verification of the need for the leave.

The College understands the deep impact that death can have on an individual or a family, therefore an employee may make arrangements with his or her supervisor for up to four additional days off with pay in the instance of the death of an immediate family member. Should additional time be needed the employee may use vacation days or non-paid time off may be granted. With supervisor approval, further unpaid time off may be granted depending on circumstances such as distance to the decedent's funeral site or the employee's responsibility for funeral arrangements.

In each instance, an employee requesting bereavement leave must supply the name and relationship of the deceased in written form to his or her supervisor. A copy of the employee's written request and a statement from the supervisor indicating his or her determination of the number of days granted, must be forwarded to the ACM Human Resources Office for placement in the employee's personnel file.

Approved by Finance/HR Advisory Policy Team 04/17/13

Approved by President's Staff N/A

Approved by President's Advisory Team 5/7/13

Approved by All-College or Professional College Staff 5/16/13

Approved by Board of Trustees 6/17/13

Implementation Date \_\_\_/\_\_\_/\_\_\_