

CALIFORNIA INSTITUTE OF TECHNOLOGY

STAFF PERSONNEL MEMORANDA

Subject: Bereavement Leave	Memo No. 15-5 Pages: 2 Date: January 15, 2008
Approved by: Julia M. McCallin, Associate Vice President for Human Resources	

(This supersedes Memo No. 15-5 dated April 5, 2007)

1.0 Policy

It is the policy of the Institute to provide eligible employees paid time off in order to attend to family matters when there is a death of an immediate family member.

2.0 Bereavement Leave

Benefit-based employees are eligible to take paid leave in the event of a death in the employee's family.

2.1 Eligible employees may take up to three (3) days off with pay.

2.2 If special circumstances warrant, such as extended travel, etc., employees may request up to two additional days off for a maximum five (5) days off with pay.

For purposes of bereavement leave, the term immediate "family" includes the employee's children, parents, stepparents, grandparents, great grandparents, siblings, spouse or domestic partner, stepchildren, grandchildren, great grandchildren, or their spouse's or domestic partner's children, parents, grandparents, and anyone living in the employee's household.

3.0 Payment Basis

3.1 Payment for leave with pay will be computed on the basis of 8 hours per day or 40 hours per week for full time employees and will be prorated for part time employees based on their regularly scheduled hours of work.

3.2 Pay includes shift premium and applicable special pay allowances.

3.3 Paid bereavement leave is not considered time worked when computing overtime for non-exempt employees.

4.0 Procedures for Requesting/Reporting Bereavement Leave

4.1 Employee

4.1.1 Request for a leave for bereavement should be given to the immediate supervisor.

4.1.2 Notify the supervisor as soon as possible if unable to report for work due to a death in the immediate family or household.

4.2 Department/Division

4.2.1 Review the request for paid leave and approve if in order. The supervisor must approve the leave.

The Institute's electronic time keeping system is the official record of bereavement leave taken.

5.0 Exceptions

Exceptions to this policy must be approved by the chief human resources officer or designee.