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Policy Information

Last Revised Date:

January, 2020

Reference:

University Handbook for Appointed Personnel 8.02.02

University Staff Manual 3-100

Classified Staff Human Resources Policy Manual 208.1

Responsible Unit:

Human Resources

Email:

hadmin@email.arizona.edu [1]

Scope

Bereavement leave is available to employees whose position is designated as full benefits eligible.

Definitions

Parent is a natural parent, stepparent, adoptive parent, or surrogate parent.

Child is a natural child, adoptive child, foster child, or stepchild.

Policy

Employees are eligible for administrative absence with pay for up to three (3) working days on the death of a spouse, parent, parent-in-law, child, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any other person who is a member of the employee's established household.

Employees may be granted up to two (2) additional paid working days in order to attend or arrange

funeral services out-of-state.

Upon the death of family members who are not covered under this policy, employees may use up to three (3) days of accrued paid sick time in lieu of bereavement leave and two (2) additional days to attend or arrange funeral services out-of-state.

Related Information*

[ABOR Policy 6.806. Bereavement Leave \[2\]](#)

Revision History*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

01/22/2020: Administrative leaves separated by type.

Source URL:<https://policy.arizona.edu/employment-human-resources/bereavement-leave>

Links

[1] <mailto:hadmin@email.arizona.edu> [2] <https://public.powerdms.com/ABOR/documents/1499338>