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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:**

Division of Human Resources

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## 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\***

1/22/2020 - Administrative leaves separated by type

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

### **Links**

[1] <mailto:hrsolutions@email.arizona.edu>

[2] <https://public.azregents.edu/Policy%20Manual/6-806-Bereavement%20Leave.pdf>