

Effective Monday, February 14, 2011, Hostos Community College will offer Bereavement Leave to ALL FULL TIME EMPLOYEES

When a death occurs in an employee's immediate family, **ALL FULL TIME EMPLOYEES** may take up to four (4) days off with pay to attend the funeral and make funeral arrangements. Days missed due to a death in the family will be recorded on the employee's attendance record. If the death in an employee's immediate family occurs while the employee is on annual leave, or sick leave such time is excusable for death in the family and shall not be charged as annual leave or sick leave. The College reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home). College Assistant may use accrued annual leave for bereavement leave.

Classified Staff	Four (4) days for each death of an immediate family member.
Non-Teaching Instructional Staff (Assistant to HEO, HE Assistant, HE Associate, HE Officer, CLT, ECP)	Four (4) days for each death of an immediate family member.
Teaching Instructional Staff	Four (4) days for each death of an immediate family member.
College Assistant	May use accrued annual leave for bereavement leave.

Immediate Family Defined for Bereavement Leave

Immediate family members are defined as an employee's **spouse or domestic partner; natural, foster, or step parent; grand child; mother-in-law; father-in-law; natural, foster, or step brother; natural, foster, or step sister, natural, foster, or step child** or **any relative residing in the same household; child or parent of the domestic partner** or **any other relative of the domestic partner living** in the same household. Employees may be requested to provide proof of relationship or guardianship.

Notification

Employees are responsible for notifying their supervisor of the leave as soon as possible and for following the notification and certification requirements of this leave. Supervisors are responsible for ensuring proper administration of paid leave and leave scheduling.

Pay

Pay for missed work time will be charged to Bereavement Leave at the staff member's straight-time rate. Should the death of a relative occur while the staff member is on a scheduled vacation, the staff member should immediately notify his or her supervisor so that necessary time off (up to the maximum mentioned above) may be charged to Bereavement Leave. In the event that a Bereavement Leave day falls on a designated holiday, the holiday overrides the Bereavement Leave day.

Requesting Additional Time Off

Should additional time off be necessary for a staff member to attend the funeral, such additional time off may be requested either as annual or as authorized time off without pay. Such requests should be arranged with the staff member's supervisor who will try to accommodate the request.

Service Announcement or Program

To verify the relationship of the deceased to the staff member, a funeral program or obituary may be required by the staff member's supervisor.

Bereavement Leave Guidelines for College Assistants

College Assistant employees may use accrued and unused annual leave for bereavement leave. Time away is arranged between the staff member and his or her supervisor.