

Davis Technical College

Bereavement Leave Policy

Effective Date: 18 May 2023

Revised Board Approval: 18 May 2023

Board Approval: 20 November 2003

Revised Board Approval: 28 February 2013

Revised Board Approval: 22 January 2015

Revised President's Council Approval: 4 February 2019

Revised Board Approval: 28 February 2019

1. Purpose

To outline the Davis Technical College (College) policy on leave for bereavement and funeral and civic programs.

2. References

2.1. Davis Technical College Employee Definitions Policy

3. Definition

3.1. **Full-time (40 hours per week) Benefited Employee** - Employee who is employed on a full-time (40 hours per week) salaried or hourly basis, and who is expected to work for more than six consecutive months.

4. Policy

4.1. Bereavement Leave

4.1.1 Full-time (40 hours per week) benefitted employees will be allowed paid time for death in an employee's "immediate family." This allowance, however, is not to exceed three working days. "Immediate family" for the purpose of this policy is defined as father, mother, husband, wife, son, daughter, stepchildren, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandparent-in-law, or grandchild.

4.2 **Miscarriage or Still Birth** – Leave with pay may be authorized at least three working days if:

4.2.1 The employee, or the employee's spouse or partner experienced the miscarriage or still birth;

4.2.2 The employee's former spouse or partner experienced the miscarriage or still birth and the employee would have been the biological parent of a child born from the pregnancy;

4.2.3 The employee provides documentation to show that the individual who experienced the miscarriage or still birth intended the employee to be the adoptive parent of a child born from the pregnancy; or

4.2.4 The employee would have been a parent of the child born of the pregnancy under a valid gestational agreement.