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| HAYWOOD COMMUNITY COLLEGE | HUMAN RESOURCES BEREAVEMENT LEAVE | Policy 3.2.17 |
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All full-time employees and part-time employees with benefits shall be granted up to five (5) days for bereavement leave for the death of an immediate family member. For purposes of this Policy, “immediate family member” means the employee’s spouse, parent, child, sibling, grandparent, and grandchild. This also includes all step, half, and in-law relationships.

Any leave taken beyond the five (5) days must be charged to annual, sick, or leave without pay. An employee should notify his/her immediate supervisor when a death in the immediate family occurs. If leave is taken beyond the five days of bereavement leave, the employee and supervisor must ensure that the employee’s job duties are adequately covered.

In addition to bereavement leave for immediate family members, employees shall be granted up to eight (8) hours of paid leave to attend the funeral or memorial event of a colleague who was employed by the college within one year of their passing. This leave is limited to the date of the funeral or memorial event and must be requested as soon as the event details are known. Supervisors may approve such leave to the greatest extent possible, ensuring that department operations are maintained.

Adopted: 04-03-2017

Revised: 03-04-2025

