



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Benefits – Bereavement Leave
Number:	33
Effective Date:	10/01/06
Last Revision Date:	

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Approved time off with pay will be charged to sick leave. Bereavement leave is only available if the employee has an accrual of sick leave at least equal to the amount of time requested or allowed for bereavement leave. Up to five days of bereavement leave will be provided to eligible employees in the following classification(s):

Full-Time
Part-Time A

See policy and procedure 3, Employment Categories, for an explanation of these categories.

In certain limited circumstances leave without pay may be granted in the situation of bereavement.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

MURC defines "immediate family" as the employee's spouse, parent, child, or sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; or grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

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