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## **BEREAVEMENT LEAVE**

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**RESPONSIBLE OFFICE:** **DIVISION FOR PEOPLE AND CULTURE**

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**COVERED EMPLOYEES:** **Full and Part-Time Faculty (F1; F2; F3)**  
**Full and Part-Time Professional (P1; P2; P3; P4; P5; H1; H2; H3; H4; H5)**  
**Full-Time Staff (A1; N1; N3; E1; E3)**  
**Full-Time Service (B1; B3)**

**NOT COVERED:** **Part-time Staff (N2; E2)**  
**Part-time Service (B2)**  
**Semester Faculty (F4; F5; F6)**  
**Temporary Employees (TM; TB; TF; F8)**  
**Graduate Assistants/Student Employees (S1; S2; S3; S4)**

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Bereavement leave provides time away from professional and work obligations when an employee needs time away from work to grieve, make necessary funeral or estate arrangements, and/or attend memorial services.

### Time Off and Pay

An employee will be allowed five (5) workdays time off with pay in the event of a death of the employee's:

- Spouse
- Parent
- Child

An employee will be allowed three (3) workdays time off with pay in the event of a death of employee's immediate family or household defined as:

Blood Relatives:

- Brother
- Sister
- Grandmother
- Grandfather
- Grandchild
- Great Grandmother
- Great Grandfather
- Great Grandchild

Step Relatives:

- Step-father
- Step-mother
- Step-son
- Step-daughter

In-Laws:

- Father-in-law
- Mother-in-law
- Son-in-law
- Daughter-in-law



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An employee will be allowed one (1) day time off with pay in the event of the death of an employee's other relatives defined as:

<u>Relatives:</u>	<u>Step Relatives:</u>	<u>In-Laws:</u>
Uncle	Step-father-in-law	Brother-in-law
Aunt	Step-mother-in-law	Sister-in-law
Nephew	Step-sibling	
Niece	Step-grandparent	

Time off with pay may be granted to attend the funeral of a fellow employee. Such time off must be approved by the department head and Employee Relations and will be limited to the employees in the same work unit as the deceased employee. The interpretation of work unit will be the responsibility of the department head. Essential services must be maintained.

If an employee has taken a Family and Medical Leave or Sick Leave to care for a qualified family member, that leave terminates upon the death of the qualified family member and bereavement leave would be available instead.

## Scheduling Leave

Bereavement leave is generally used on a full-time continuous basis but may be taken intermittently in some cases. For example, an employee may use bereavement leave to grieve upon initial news of the death, and again a few weeks later to attend the memorial services so long as the total paid bereavement leave aligns with the times specified above based upon the relationship. Employees should work with their supervisor regarding scheduling.

## Benefit Continuation

Employees on bereavement leave retain their employee benefits during the leave and must arrange with Payroll Operations for the payment of their portion of insurance premiums due during any unpaid leave period. Failure to pay the monthly premium could result in cancellation of coverage.

## Return to Work

An employee's position will be held during bereavement leave. Failure to return to work on or before the expiration of the bereavement leave will be considered as resignation from the University.

## Other Important Details

- ◆ An employee may not work for pay while on bereavement leave without prior written approval from the Vice President for People and Culture. Otherwise, the employee will be considered to have resigned from the University as of the effective date of such employment.
- ◆ An employee who needs additional time off work beyond bereavement leave may request a personal leave, use vacation or paid time off, or if applicable, Family Medical Leave.



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## Non-Retaliation

Ball State University prohibits any form of retaliation against an employee for requesting or using approved leave, for supporting another employee's use of leave, or for reporting a concern related to leave rights. Supervisors and administrators must ensure that an employee's use of leave is not considered negatively in performance evaluations, work assignments, or other employment decisions. Concerns about retaliation should be referred promptly to the Division for People and Culture.

Questions should be directed to the Leave Management Specialist in the Division for People and Culture.

## Amendments

The Vice President for People and Culture is authorized to amend this policy. Any modifications necessitated for legal compliance are to be made in consultation with the Vice President and General Counsel.

## **HISTORY**

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Issued:	1945
Revised:	2023; 12/12/25