

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:049	Supersedes Policy Number: 5:049
Date: May 6, 1999	Dated: May 6, 1997
Subject: Bereavement Leave	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 5:01:01:09
Approved: President: Signature on File	

It is the policy of the University to provide all regular, full-time and part-time employees time off without loss of pay due to the death of an immediate family member as defined below consistent with Chapter 1010 of the Public Acts of 1988 and Chapter 51 of the Public Acts of 1989.

An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three (3) regularly scheduled work days. Immediate family shall be deemed to include: 1) spouse; 2) child, stepchild; 3) parent, stepparent, foster parent, parent-in-law, 4) sibling(s); and 5) grandparents and grandchildren. In addition to the three (3) regularly scheduled work days, sick leave not to exceed two (2) days may be granted at the discretion of the appropriate approving authority in the instance of death of one of the immediate family members listed above.