Bereavement Policy

Policy Number	300.21.02	**Custodian**	Human Resources
Approved Date	6/21/2022		
Effective Date	6/21/2022	**Review Date**	June 2022
References:			

1. Purpose

To allow White Earth Tribal & Community College (WETCC) employees paid time off for the death of a family member or friend.

2. Persons Affected

2.1. Employees

3. Policy

This policy is to ensure the following:

3.1. Supervisors cannot deny bereavement, cultural, or funeral leave.

3.2. Employees may only use bereavement or cultural leave in the event of a death, not both.

3.3. Paid time off, based on the type of leave, will be allowed without charge to accumulated leave.

3.4. Supervisors may require appropriate documentation of relationship to the deceased, upon employees' return to work.

4. Definitions

4.1. Bereavement Leave. Up to four consecutive days of paid time off for the death of an immediate family member. Any time needed beyond the four days must be requested as annual leave. If the employee has no annual leave available, leave without pay may be requested.

4.2. Immediate Family Member. Parent, stepparent, foster parent, spouse, domestic partner, fiancé, child, stepchild, foster child, sibling, stepsibling, grandparent, great-grandparent, grandchild, and great-grandchild, including those immediate family members of the employee's spouse, domestic partner, or fiancé.

4.3. Cultural Leave. Up to two consecutive days of paid time off for the death of non-immediate family members. Any time needed beyond the two days must be requested

as annual leave. If the employee has no annual leave available, leave without pay may be requested.

4.4. Non-immediate Family Member. Nephew, niece, aunt, uncle, cousin, adopted relative, and ceremonial relative, including non-immediate family members of the employee's spouse, domestic partner, or fiancé.

4.5. Funeral Leave. Up to four hours of paid time off to attend the funeral of a friend or relative that does not qualify under the bereavement or cultural leave definitions.

5. Procedures

5.1. Employee will notify their immediate supervisor as soon as possible.

Revision History

Rev. Date	Rev. No.	Revision
6/21/2022	300.21.01	New format Change name from Bereavement/Cultural/Funeral Leave Policy to Bereavement Policy Change custodian from Special Projects to Human Resources The part-time comment was omitted due to part-time not being eligible for benefits