



**Ringling College
of Art + Design**

STAFF HANDBOOK

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Revised:	November 22, 2000

Bereavement Leave

In the event of the death of an immediate family member, all staff with Regular Full-time, Regular Part-time, and Temporary Full-time appointments are eligible for up to three (3) workdays off with pay. Immediate family for purposes of this policy is defined as: spouse/domestic partner/significant other, children, parents, brothers, sisters, grandparents, grandchildren, and parents, children, brothers, sisters, and grandparents of the employee's spouse/domestic partner. Additional time off may be granted on an unpaid basis. Requests for bereavement leave are submitted in writing on the appropriate Leave Request Form and approved by the supervisor and Human Resources. Documentation supporting the need for bereavement leave should be attached to the Leave Request Form. Such documentation includes obituaries, copies of death certificates, or funeral programs. Except in very unusual circumstances, bereavement leave must be utilized within seven (7) days of the date of death.