

## **V 02 11 BEREAVEMENT LEAVE**

### **Purpose**

It is the policy of Volunteer State Community College to provide all regular, full-time and regular part-time employees time off without loss of pay due to the death of an immediate family member as defined below, consistent with T.C.A. § 8-50-113.

### **Definitions**

- Immediate family shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandparents and grandchildren and: 6) other members of the family who reside within the home.

### **Policy**

An employee who is absent during his or her regularly scheduled work week due to 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, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling (s); and 5) grandparents and grandchildren 6) other members of the family who reside within the home. 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 approved authority in the instance of death of one of the immediate family members listed above. At the discretion of the approving authority, the days off provided under this policy do not have to be consecutive.

Regular part-time employees, including academic personnel scheduled to carry less than a full teaching load or its equivalent, regardless of probationary status, shall be eligible to receive bereavement leave on a prorated basis equal to the percentage of their employment to full-time employment.

TBR Source: 5:01:01:09: TBR Meetings: September 16, 1988; June 30, 1989; September 25, 1995; March 7, 1997; December 7, 2007 (Approved by Finance and Administration, January 23, 2008); revised September 20, 2013.

VSCC Source: March 23, 1999, President; January 6, 2009; President's Cabinet; June 2, 2014, President's Cabinet; September 7, 2016 President;