



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 654
Title: Bereavement Leave**

A benefited employee who suffers a death in his or her family shall be entitled to a period of leave with pay for purposes of participating in any funeral or other events and assisting in the resolution of the affairs of the deceased family member.

**Procedure: 654.1
Definition of Family**

For purposes of this policy, a death in the family shall mean the loss of a relative to the second degree, by either blood or marriage, including a legally recognized spouse, parent, brother, sister, child, aunt, uncle, niece, nephew, grandparent, or grandchild of the employee or of his or her spouse. In addition, any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

**Procedure: 654.2
Bereavement Leave Period**

Employees in benefited full-time and part-time positions are entitled to up to four days of bereavement leave each fiscal year. If the employee will be required to undertake extended travel outside of the immediate area or if there are other particular circumstances that require a longer period to accomplish the purposes of this leave, an additional three days leave may be charged to unused, accrued sick leave. In the event of the death of more than one family member in a fiscal year, the employee may request the usage of additional sick leave by submitting a request to the vice president for human resources.

**Procedure: 654.3
Reporting**

Employees are responsible for reporting leave taken through the online reporting system and supervisors are responsible for verifying leave taken is reported accurately. If an employee is unable to submit leave taken in time for payroll processing, the supervisor will send the leave taken amounts to payroll for proper accounting.