

Resolution on Universal Sick and Bereavement Leave Policies
prepared by the Benefits & Professional Development Committee
of the Faculty Senate at The University of Tennessee, Knoxville

Addendum

- I. UT's Current Policies
- II. Examples of Universal Definitions used at Top 25
- III. Chart—Sick and Bereavement Leave Policies at Top 25
- IV. Research and Statistics on Evolving Family Structures
- V. Detailed analysis of policies at Top 25
- VI. Detailed analysis of policies at Tennessee Board of Regents' Universities

Current UT Policies

Sick Leave Procedure

http://policy.tennessee.edu/hr_policy/hr0380/

To protect regular staff and 12-month faculty against loss of earnings due to personal or family (spouse, child, or parent) illness, injury, and/or incapacity to work due to childbirth or adoption.

Funeral and Bereavement Leave Procedure

<http://hr.utk.edu/policies/funeral-and-bereavement-leave-procedure/>

Any employee whose spouse, child or step-child, parent or step-parent dies, may be absent for a maximum of five regularly scheduled work days (not to exceed 40 hours) for the funeral and bereavement.

Any employee whose grandparent, grandchild, parent-in-law, foster parent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, or son-in-law dies may be absent for a maximum of three regularly scheduled work days (not to exceed 24 hours) for the funeral and bereavement.

Examples of Universal Definitions at Top 25 Institutions

Foster children, legal wards, aunts, uncles, nieces, nephews, first cousins, members of the employee's household, foster parents, persons solely dependent on the employee for emergency care, other relatives, close friends, other relative of whom the employee is the sole survivor, domestic partner, Other Eligible Individual, any relative residing in the employee's household, co-habitator, cousin, other persons for whom the employee is legally responsible, in loco parentis, those whom the employee considers family, guardian, great grandchildren, and other dependents living in household.

Sick and Bereavement Leave Policies at Top 25 Institutions

Sick/Bereavement Leave at Top 25	More Universal Sick Leave	More Universal Funeral Leave	Includes SSS/DP/ similar	Includes Household Members
University of California Berkeley #1	•	•	•	•
University of California Los Angeles #2	•	•	•	•
University of Virginia #2	•	•		•
University of Michigan Ann Arbor #4	•	•	•	•
University of North Carolina Chapel Hill #5	•	•		•
University of Illinois Urbana Champaign #13	•	•	•	•
University of Wisconsin Madison #10	•	•	•	
University of California Davis #8	•	•	•	•
University of California Santa Barbara #10	•	•	•	•
University of Washington #13	•	•	•	•
Pennsylvania State University #13	•	•		
University of Florida #17	•	•	•	
University of Texas Austin #13	•			
The Ohio State University #18	•	•	•	
University of Maryland College Park #19	•	•		•
University of Pittsburgh #19	•	•	•	
University of Georgia #21	•	•		
Clemson University #25	•			
Purdue University #23	•	•		•
Texas A & M #23	•	•		
University of Minnesota #25	•	•	•	•
Rutgers, The State University of NJ #25	•	•	•	•
Indiana University #36	•	•	•	•
Michigan State University #28	•	•	•	
Auburn University #37	•	•		
Iowa State University #46	•	•		
North Carolina State University #51	•	•		•
Note: Criteria assessed by information presented on universities' websites				

Research and Statistics on Evolving Family Structures

“The number of couples living together without being married has more than doubled since the 1990s, from 2.9 million in 1996 to 7.8 million in 2012. In 2012, 40 percent of unmarried partners had children younger than 18.”

http://www.census.gov/newsroom/releases/archives/families_households/cb12-216.html

“In 2011, according to the most recent Census Bureau report on families and living arrangements, an estimated 7.6 million unmarried couples lived together, including many who are raising children.”

<http://www.pewsocialtrends.org/2011/11/22/cohabiting-couples-and-their-money/>

“In 2009, 5.6 million children lived with at least one stepparent. In addition, 3.1 million children lived with no parents; this figure included 274,000 children living with one or more foster parents. Over half (59 percent) of the children living with no parents were living with grandparents.” <http://www.census.gov/prod/2011pubs/p70-126.pdf>

“And nearly 75 percent of women ages 30 or younger said they’ve lived with a partner outside of marriage (known as [cohabiting](#)) at some point in their lives, compared to 70 percent in 2002, and 62 percent in 1995, the report says.” <http://www.livescience.com/28420-cohabiting-marriage-cdc-report.html>

“Among those under age 30, more than half (52%) report that they have at least one step relative. This compares with 40% of those ages 30 and older (including only 34% of those ages 65 and older). Among the 2,691 adults surveyed by the Pew Research Center from October 1-21, 2010, 42% say they have at least one step relative. Three-in-ten have a step or half sibling, 18% have a living stepparent, and 13% have at least one stepchild.” <http://www.pewsocialtrends.org/2011/01/13/a-portrait-of-stepfamilies/>

“TN is 2% higher than the national average of grandparents raising grandchildren.” <http://datacenter.kidscount.org/data/tables/108-grandchildren-in-the-care-of-grandparents?loc=1&loct=2#ranking/2/any/true/868/any/434>

“Across the United States, nearly 7.8 million children are living in homes with grandparents present, 4.9 million live in grandparent-headed households and 2.6 million live in homes where the grandparents say they are the primary caregivers.”

http://www.washingtonpost.com/local/as-families-become-more-complicated-grandparents-step-in-to-care-for-kids/2013/11/05/1c51430a-4660-11e3-a196-3544a03c2351_story.html

“Nearly half (47%) of adults in their 40s and 50s have a parent age 65 or older and are either raising a young child or financially supporting a grown child (age 18 or older). And about one-in-seven middle-aged adults (15%) is providing financial support to both an aging parent and a child. According to a new nationwide Pew Research Center survey, roughly half (48%) of adults ages 40 to 59 have provided some financial support to at least one grown child in the past year, with 27% providing the primary support. These shares are up significantly from 2005. By contrast, about one-in-five middle-aged adults (21%) have provided financial support to a parent age 65 or older in the past year. Among all adults with at least one parent age 65 or older, 30% say their parent or parents need help to handle their affairs or care for themselves.”

<http://www.pewsocialtrends.org/2013/01/30/the-sandwich-generation/>

“As of 2008, a record 49 million Americans, or 16.1% of the total U.S. population, lived in a family household that contained at least two adult generations or a grandparent and at least one other generation, according to a new Pew Research Center analysis of census data.”

<http://www.pewsocialtrends.org/2013/01/30/the-sandwich-generation/>

“Across the United States, almost 7.8 million children are living in homes where grandparents or other relatives are the householders, with more than 5.8 million children living in grandparents’ homes and nearly 2 million children living in other relatives’ homes. These families are often called “grandfamilies.”

<http://www.aarp.org/relationships/friends-family/grandfacts-sheets/>

Detailed Analysis of Sick and Bereavement Leave Policies at Top 25 Institutions

North Carolina State University (#39)

Sick Leave (Funeral/Bereavement Leave combined)

http://www.ncsu.edu/human_resources/benefits/leave/sick_lv.php#Family

Sick leave may be used for:

- -Illness or injury,
- -Medical appointments,
- -Temporary disability due to childbirth,
- -Care for member of immediate family (including care for mother during temporary disability)
- -Death in immediate family
- -Donations to a member of the immediate family and non-family members who are approved to receive voluntary shared leave.

Immediate family member definitions:

Spouse	Parent (Mother/Father)	Child (Daughter/Son)	Brother/Sister	Grand/Great	Dependents
Husband Wife	Biological Adoptive Step Loco Parentis* In-law	Biological Foster Step Legal Ward Loco Parentis * In-law	Biological Adoptive Step Half In-law	Parent Child Step In-law	Living in the employee's household

Auburn University (#37)

http://www.auburn.edu/administration/human_resources/manual/sect05.htm

Sick Leave

http://www.auburn.edu/administration/human_resources/manual/sect05.htm

Auburn University provides paid sick leave benefits to all eligible employees (as defined in section 5.1.1). Sick leave is defined as the absence of an employee from work for one or more of the following reasons:

a) Personal illness or injury which prevents the employee from performing his or her duties.

b) The employee's or immediate family member's appointment with a physician, dentist, optometrist, psychologist or other recognized health practitioner, hospital, or clinic. Employees are encouraged to schedule such appointments outside working hours whenever possible. Employees are expected to return to work as soon as the appointment is completed. Immediate Family - includes spouse, son, daughter, parents, stepchild, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, and grandparent-in-law.

Funeral/Bereavement Leave

http://www.auburn.edu/administration/human_resources/manual/sect05.htm

Eligible employees may be granted paid leave up to three working days for the funeral of an immediate family member. One additional day may be granted for travel purposes when the funeral is more than 100 miles from the regularly assigned work site or two additional days (i.e., five days total) when the funeral is more than 200 miles distant from the work site. Mileage will be determined using the University travel regulations. Immediate Family - includes spouse, son, daughter, parents, stepchild, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, and grandparent-in-law.

Clemson University (#25)

<http://www.clemson.edu/employment/benefits/fslincrease.html>

63.62 (BCB: Family Sick Leave) For Fiscal Year 2002-2003, state employees who earn sick leave as provided in Section 8-11-40 of the 1976 Code may use ten days rather than eight days of sick leave to care for ill members of their immediate family. Immediate family is defined as the employee's spouse and children, and the following relations to the employee OR the spouse of the employee: mother, father, brother, sister, grandparent, legal guardian, and grandchildren.

Purdue University (#23)

Sick Leave

<http://www.purdue.edu/policies/human-resources/c-46.html>

An employee may take paid sick leave upon his/her first day of employment for the following reasons:

1. If s/he is unable to perform the essential functions of his/her job due to an injury or illness including, but not limited to, pregnancy, childbirth, or pregnancy-related medical conditions.
2. To care for an immediate family member [\(1\)](#) with an injury or illness for up to ten workdays (i.e., eighty hours for a full-time employee) in a fiscal year [\(2, 3\)](#).
3. For an appointment with a health care provider that could not be scheduled to occur during non-working hours.

Immediate family member means the employee's spouse, parent, child, grandparent, grandchild, sibling, corresponding in-laws and step-relatives, and any other relatives residing in the employee's home.

Funeral/Bereavement Leave

http://www.purdue.edu/faculty_staff_handbook/benefits/leaves.html

Purdue recognizes that a time of bereavement is very difficult. Accordingly, benefit-eligible staff members are eligible for paid bereavement leave as outlined in University Policy IV.10.2, www.purdue.edu/policies/pages/human_resources/iv_10_2.html.

The amount of paid leave provided for benefit-eligible staff will be as follows:

Immediate Family: Three workdays of paid bereavement leave over five consecutive calendar days for the death of the employee's spouse, parent, child, grandparent, grandchild or sibling, and any corresponding in-law or step-relative.

Relative Living in the Employee's Home: Three workdays of paid bereavement leave over five consecutive calendar days for the death of the employee's uncle, aunt, niece, nephew or first cousin if the relative lived in your home.

Relative: One workday of paid bereavement leave for the death of the employee's uncle, aunt, niece, nephew or first cousin.

Fellow Employee: One-half workday of paid leave to attend the funeral of a fellow employee, subject to the staffing needs of the department, as determined by the head of the department.

You must request paid bereavement leave in writing on an appropriate University leave request form available from your department or business office.

Iowa State University (#46)

Sick & Funeral/Bereavement Leave (combined)

<http://www.policy.iastate.edu/policy/leave/sick/#funeral>

For the purpose of this policy, immediate family is defined as and limited to the employee's spouse, children, grandchildren, foster children, step children, legal wards, parents, grandparents, foster parents, step parents, brothers, foster brothers, step brothers, sons-in-law, brothers-in-law, sisters, foster sisters, step sisters, sisters-in-law, daughters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse and other persons who are members of the employee's household.

Indiana University (#36)

<http://hr.iu.edu/policies/nonunion/10.0/10.6.html#H>

Sick Leave

Employees may use time from their PTO Sick Leave account to cover personal or family illness or Worker's Compensation supplemental pay. Managers may require confirmation of illness or injury through a licensed physician's statement. Persons qualifying as family include the following:

A spouse as defined by Indiana law, or same sex domestic partner as qualified by the University's Affidavit of Domestic Partnership

An unmarried child at home including the child of the same sex domestic partner

Relatives of the employee, spouse, or same sex domestic partner who are living with the employee

Parents, children, grandparents, grandchildren, brothers, sisters and relatives of the spouse or same sex domestic partner of the same degree who are solely dependent on the employee for emergency care.

Funeral/Bereavement Leave

<http://hr.iu.edu/policies/nonunion/10.0/10.6.html#H>

Spouse as defined by Indiana law, same sex domestic partner as qualified by the university's Affidavit of Domestic Partnership, child, grandchild

Parent, sibling, grandparent, or in-law relative, step relatives, and same sex domestic partner relatives of the same degree

Other relatives or close friends

Time off with pay to attend the funeral service of other relatives or close friends may be granted at the discretion of the department head.

Other relative of whom the employee is the sole survivor

Michigan State University (#28)

Sick Leave

<http://www.hr.msu.edu/documents/supportstaffpolproc/sickleave.htm>

Sick leave is available to use for the illness of a member of the immediate family, or other household members. Individual [Collective Bargaining Agreements](#) define the number of hours that may be used and for what circumstances. It is to be reported as family sick and is debited to the employee's sick leave balance.

Funeral Bereavement Leave

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/FacultyBereavement.htm>

In the case of death of a faculty/academic staff member's immediate family, it has been the practice to provide up to three days paid time off work to attend the funeral or memorial services and to make necessary arrangements. If additional time is needed, vacation time, as applicable, or leave of absence without pay may be requested.

The immediate family consists of a faculty/academic staff member's spouse or Other Eligible Individual(OEI), son, daughter, parent, grandparent, grandchild, brother, sister (or the spouse of any of them), of either the faculty/academic staff member or the faculty/academic staff member's spouse/Other Eligible Individual(OEI).

One day of paid time off work will be allowed in the case of death of an uncle, aunt, nephew, or niece of either the faculty/academic staff member or the faculty/academic staff member's spouse/Other Eligible Individual(OEI).

Rutgers, The State University of New Jersey (#25)

Sick Leave

<http://uhr.rutgers.edu/sites/default/files/userfiles/SickLeaveCertifUse.pdf>

Covered family members include: mother, father, spouse, domestic partner, child, step child, foster child, grandchild, sister, brother, grandmother, grandfather

Funeral/Bereavement Leave

<http://uhr.rutgers.edu/benefits/paid-time/bereavement-leave>

An employee who is absent from work due to a death in the immediate family (i.e., mother, father, spouse, sole domestic partner, child, foster child, stepchild, stepparent, ward, sister, brother, grandmother, great grandmother, grandfather, great grandfather, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any relative of the employee residing in the employee's household) may charge up to three (3) days for such absence to bereavement leave. Such time must be initiated within seven (7) calendar days from the notice of the date of death.

University of Minnesota (#25)

Sick Leave

<http://www1.umn.edu/ohr/policies/governing/civilrules/rule11/index.html>

Approved sick leave may be used to care for or arrange care for an employee's child, including medical and dental appointments. Approved sick leave to care for an employee's sick child is not limited. Employee's child as used in this portion includes adoptive, biological, step-child, or foster child of the employee or of the employee's registered same sex domestic partner.

Up to 10 days per fiscal year may also be used by an employee to care for or make arrangements for the care of an ill member of the employee's immediate family. Immediate family as used in this portion of the Rule shall mean spouse, registered same sex domestic partner; and siblings, parents, grandchildren and wards of the employee, spouse, or registered same sex domestic partner.

Accumulated sick leave of up to 16 hours per year can be used by an employee to participate in a personal health maintenance program (e.g., weight control, stress management, stop smoking). An acceptable program is one which is sponsored by, offered by, or accepted by health, medical and fitness/wellness professionals as a health maintenance program. Supervisory approval is needed to schedule sick leave for such purposes.

Sick leave may be used with appropriate notification when a death occurs in the employee's family. Employee's family in this instance shall mean spouse, registered same sex domestic partner; and the parents, grandparents, guardian, siblings, children, wards or grandchildren of the employee, spouse or registered same sex domestic partner. The time shall be limited to what is reasonably necessary to make funeral arrangements and/or to attend funeral services.

Funeral Bereavement Leave

<http://www1.umn.edu/ohr/policies/governing/unit1contract/article18/index.html>

The Employer will approve compensated funeral leave with pay in cases of death in the immediate family. This time will be deducted from sick leave or vacation leave and shall be limited to what is reasonably necessary to make funeral arrangements and/or attend funeral services. Immediate family shall include spouse or cohabitor or registered same sex domestic partner; children (including foster and stepchildren, and foster, step children and children of the employee's registered same sex domestic partner); the employee's parents, grandparents, guardian, grandchildren, siblings, wards, or spouse's parents, grandparents, brothers or sisters, or registered same sex domestic partner's parents, grandparents, brothers or sisters.

The employer will approve up to twenty-four (24) hours (3 workdays) of compensated funeral leave with pay in cases of death in the immediate family. This time will be deducted from sick leave or vacation leave. Supervisors may approve the use of additional time to be deducted from vacation leave. Immediate family shall include spouse, cohabitators, cohabitor's parents, registered same sex domestic partners, children, stepchildren, parents, parents of spouse, and the stepparents, grandparents, guardian, grandchildren, brothers, sisters, or wards of the employee. In addition, with the approval of the supervisor, employees may use sick leave to serve as pallbearers or to attend funerals of individuals not identified above.

Texas A&M University (#23)

Sick Leave

<http://employees.tamu.edu/employees/benefits/leave/sickLeave.aspx>

You may use sick leave for the following reasons:

- Your Condition – when injury, illness, or pregnancy prevents you from performing your duty
- Care for Your Immediate Family
 - Who lives in your household
 - Eligible: related by kinship, adoption, or marriage
 - Who do NOT live in your household
 - Eligible: employee’s child, spouse, parent; must have a documented medical condition

Funeral/Bereavement Leave

<http://employees.tamu.edu/employees/benefits/leave/EmergencyLeave.aspx>

Eligible Texas A&M University employees who need to take time off due to the death of an immediate family member are eligible for emergency leave. Immediate family members are defined as an employee’s spouse, or the employee’s or spouse’s child, stepchild, parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, step grandparent, great grandparent, step great grandparent, grandchild, step grandchild, great grandchild or step great grandchild.

University of Georgia (#21)

Funeral/Bereavement Leave

<http://policies.uga.edu/FA/nodes/view/1219/Sick-Leave-With-Pay>

Illness or injury of the employee.

Medical and dental treatment or consultation.

Quarantine due to a contagious illness in the employee's household.

Illness, injury or death in the employee's immediate family requiring the employee's presence. In the event of a death in one's immediate family, an employee may be allowed necessary time off with pay not to exceed four working days chargeable to sick leave to attend funeral arrangements. The immediate family and amount of time allowed shall be determined by the immediate supervisor and the individual circumstances.

University of Pittsburgh (#19)

http://www.hr.pitt.edu/benefits/time#Sick_Leave

Funeral/Bereavement Leave

Regular full-time staff members are eligible for a paid leave of five working days in the event of a miscarriage or stillborn birth, or the death of a spouse, registered domestic partner (see Policy 07-06-08), child, stepchild, son-in-law, daughter-in-law, parent, stepparent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, or parent of registered domestic partner. Bereavement leave associated with funeral services must be taken within seven calendar days of the death. Any remaining part of bereavement leave necessary to settle family issues associated with the death may be taken at a later time. You are eligible for one day of paid leave to attend the funeral of an aunt, uncle, niece, nephew, cousin, brother-in-law or sister-in-law, or sister or brother of a registered domestic partner.

University of Maryland (#19)

Sick Leave

<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/>

Immediate family as used in this section of the policy shall mean a spouse, child, step-child, grandchild, mother, father, mother-in-law, father-in-law, brother, sister, grandparent, brother-in-law, sister-in-law, or legal dependent of the employee irrespective of residence. Use of sick leave shall also be granted to care for any other relative who permanently resides in the employee's household for whom the employee has an obligation to provide care. The Chief Executive Officer or designee may require an employee to provide certification by a medical provider listed in Section IV.C of this policy to demonstrate this obligation or to authenticate the need for the employee to care for the ill family member.

Funeral/Bereavement Leave

<http://uhr.umd.edu/2013/04/bereavement-leave/>

Under the provisions of this Policy, all Exempt and Non-Exempt regular staff, whether covered by a labor agreement or not, shall have paid Bereavement Leave for up to three (3) days (5 days if overnight travel is required) as the result of the death of any member of the employees immediate family. Immediate family is defined as; the spouse, mother, father, mother-in-law, father-in-law, grandmother, grandfather or grandchild of the employee or spouse, son, son-in-law, daughter, daughter-in-law, foster child still living with the employee, brother or sister of the employee, brother-in-law, sister-in-law or any other relative permanently living in the immediate household of the employee. Employees are to be granted one (1) day of Bereavement Leave as the result of the death of an employee's or his/her spouse's aunt, uncle, niece or nephew.

The Ohio State University (#18)

Sick Leave

<http://hr.osu.edu/policy/>

Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; motherinlaw; fatherinlaw; sisterinlaw; brotherinlaw; daughterinlaw; soninlaw; grandparentinlaw; grandchildinlaw; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis to the employee as a child. To use leave for the care of a domestic partner or for the corresponding relative of the partner, a completed

Affidavit of Domestic Partnership must be on file with Human Resources Benefits Services.

University of Florida (#17)

Sick Leave

<http://www.hr.ufl.edu/leave/sick.asp>

Sick leave may also be used in reasonable amounts for illness, injury, or death within your [immediate family](#) pending supervisory approval. In instances of a serious medical condition of you or a member of your family, you may be eligible for an extended medical leave of absence under the Family and Medical Leave Act (FMLA) or UF's Extended Leave of Absence program.

For the purpose of sick leave use and family medical leave, the university's definition for "immediate family" is defined as an employee's spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the employee's spouse or domestic partner, or the spouse or domestic partner of any of them. This also includes individuals for whom the employee is the current legal guardian.

Funeral/Bereavement Leave

<http://www.hr.ufl.edu/leave/administrative.asp>

USPS and TEAMS employees may be granted up to two days of administrative leave upon the death of an [immediate family](#) member. This benefit is pro-rated based on the employee's FTE, with a maximum benefit of 16 hours for full-time employees.

University of Texas at Austin (#13)

Sick Leave

<http://www.utexas.edu/hr/current/leave/sick.html>

- for your own medical condition
- an absence required for medical, dental or visual exams or treatment
- physical therapy
- laboratory work or tests ordered by a licensed practitioner
- school-sponsored educational activities, such as a parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom program, a school committee meeting, an academic competition, or an athletic, music or theater program, up to 8 hours per fiscal year
- When you must provide care to the following people because of sickness, injury or confinement due to pregnancy:
 - your spouse
 - your child
 - your parent
 - another immediate family member who lives in your household and is related by kinship, adoption or marriage
 - a foster child who is certified by the Texas Department of Child Protective and Regulatory Services
- for the adoption of a child under three years of age, up to six weeks after placement

Pennsylvania State University (#13)

Sick Leave

<http://guru.psu.edu/policies/OHR/hr34.html#J>

An employee may use up to 40 hours of accumulated sick leave per calendar year to care for a sick family member. Family member as used

in this policy shall be defined as those whom the employee considers as family.

Funeral/Bereavement Leave

<http://guru.psu.edu/policies/OHR/hr34.html#J>

For an employee's partner, brother or sister (including half-brother or half-sister); or for an employee's or an employee's partner's: parent (including stepparent, guardian, or foster parent), child or stepchild (including the partner of the child or stepchild), grandchild, up to 32 hours within a seven consecutive day period commencing with the date of death, provided such amount of leave is required. A guardian as used in this section shall mean a person who raised the employee and served in the place of the parent for a substantial portion of the employee's minority life.

For the employee's or employee's partner's grandparent, niece, nephew, aunt or uncle, and partners of aunts and uncles or, the employee's partner's brother, sister, and partners of same, or, the partner of employee's brother or sister, up to 8 hours from the date of death through the date of the funeral inclusive.

University of Illinois Urbana Champaign (#13)

Sick Leave

<http://www.uillinois.edu/cms/One.aspx?portalId=964839&pageId=1025807>

Eligible employees may use sick leave for illness of, injury to, or need to obtain medical or dental consultation for the employee, employee's spouse, employee's registered same-sex domestic partner, children, or parents, parents-in-law (including the parents of a registered same-sex domestic partner), and members of the employee's household. "Children" include biological, adopted, foster, stepchildren, legal wards, children for which an employee is standing [in loco parentis](#), and children who are members of the employee's household. "Parent" is defined as a biological parent, a step parent, or an individual who stood [in loco parentis](#) to the employee.

Funeral/Bereavement Leave

https://nessie.uihr.uillinois.edu/pdf/policy/ClarificationMemo_SickFuneralParentalLeave.pdf

Employees are granted three days of paid leave for immediate family members, which includes: Father, Mother, Sister, Brother, Spouse, Registered same-sex domestic partner, Child, including child of a registered same-sex domestic partner, Grandparent, Grandchild, including grandchild of a registered same-sex domestic partner, Biological, adopted, foster, legal ward, step or [in loco parentis](#) relationship, In-law (grandmother-, grandfather-, mother-, father-, brother-, sister-, son-, and daughter-in-law), including a relative of a registered same-sex domestic partner (grandmother, grandfather, mother, father, brother, sister, son, and daughter), Member of the employee's household, Employees are granted one day of paid leave for a relative other than the above who is not a member of the employee's household - aunt, uncle, niece, nephew, or cousin of the employee. (Such relatives are regarded as members of the immediate family only if in residence in the employee's household.) , Relationships existing due to marriage will terminate upon the death or divorce of the relative through whom the marriage relationship exists. Current marital status will be defined in accordance with Illinois State law.

Similarly, relationships existing due to a registered same-sex domestic partnership will end upon termination of the domestic partnership. Registered same-sex domestic partners are recognized by the University through completion and submission of the [University of Illinois Affidavit of Domestic Partnership](#). Please visit the [Domestic Partner page](#) for further details on domestic partner benefits.

A designated supervisor may grant a leave to an employee who cannot, because of special circumstances, return to work at the completion of the allowable funeral leave days. Such leave will be taken without pay or accrued vacation time may be used.

University of Washington (#13)

Sick Leave

<http://www.washington.edu/admin/hr/laborrel/contracts/wfsepma/contract/a11.html>

Sick leave shall be allowed an employee under the following conditions. The Employer reserves the right to require medical verification or appropriate proof when sick leave is requested for any reason listed below. The Employer will not make unreasonable requests for sick leave verification.

1. Because of and during illness, disability or injury which has incapacitated the employee from performing required duties
2. By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.
3. Because of emergencies caused by serious illness or injury of a family member that require the presence of the employee to provide immediate necessary care of the patient or to make arrangements for extended care. The Director of Human Resources Operations may authorize sick leave use as provided in this subsection for other than family. The applicability of "emergency," "necessary care" and "extended care" shall be made by the Director of Human Resources Operations.
4. To care for the employee's child under the age of eighteen (18) with a health condition that requires treatment or supervision, or to make arrangement for extended care.
5. Because of illness or injury of a family or household member who is a person of disability and requires the employee's presence to provide short-term care or to make arrangements for extended care.
6. Because of a family or household member's death that requires the assistance of the employee in making arrangements for interment of the deceased.
7. For personal medical, dental, or optical appointments or for family members' appointments when the presence of the employee is required, if arranged in advance with the employer.
8. To provide emergency child care for the employee's child for the following reasons: unexpected absence of regular care provider, unexpected closure of the child's school or day care, unexpected need to pick up a child at school earlier than normal. For this purpose, use of sick leave shall be limited to three (3) instances per calendar year not to exceed twenty-four (24) hours, unless extended by the Employer.

Funeral/Bereavement Leave

<http://www.washington.edu/admin/hr/laborrel/contracts/wfsepma/contract/a11.html>

An employee shall be granted three (3) days of bereavement leave for each death of Family Members.

The University defines "Family Member" as: the employee's spouse or same or opposite sex domestic partner, child, parent, grandparent, grandchild, sister, or brother. It also includes individuals in the following relationships with the employee's spouse or domestic partner: child, parent, and grandparent. "Child" also includes any child residing in the employee's home through foster care, legal guardianship or custody. Family members include those persons in a "step" relationship.

University of Wisconsin (#10)

Sick Leave

<http://www.uwsa.edu/ohrwd/benefits/dp/>

You may use sick leave to care for a domestic partner and domestic partner's children and after the death of the domestic partner or partner's children. See [Sick Leave](#) for details.

Funeral/Bereavement Leave

<http://www.uwsa.edu/ohrwd/benefits/leave/misc/>

Employees may use up to three days of sick leave after the death of an immediate family member. An additional four days of sick leave may be used for travel time related to a funeral or other circumstances. Institutions can approve reasonable requests for additional time off or use of additional sick leave on a case-by-case basis.

You may use sick leave to care for a domestic partner and domestic partner's children and after the death of the domestic partner or partner's children. See [Sick Leave](#) for details.

University of North Carolina Chapel Hill (#5)

Sick Leave & Funeral/Bereavement Leave

<http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/leave-and-holidays/sick-leave-for-spa-employees/>

A permanent SPA employee with (including probationary, trainee, or time-limited appointments) regularly scheduled to work 20 hours or more each work week is eligible for sick leave under the guidelines of this policy.

For the purposes of using sick leave, “immediate family” will refer to the following relations:

- Self (employee)
- Spouse (husband or wife)
- Parent (biological, adoptive, or person who stood-in as “parent”)
- Child (biological, adopted, legal ward, foster care, or person for whom employee stands-in as “parent”)
- Sister or Brother (biological or adoptive)
- Grandparents
- Great-Grandparents
- Grandchildren
- Great-Grandchildren
- Step-, Half-, and In-law relations of the above
- Other dependents living in the household

University of Michigan (#4)

Family Care Time Off

<http://www.provost.umich.edu/faculty/handbook/16/16.C.html>

Faculty are eligible to receive sick leave income for up to three calendar weeks per year to care for a family member whose condition meets the eligibility criteria included in Standard Practice Guide 201.11-1 Sick Leave

Plan – Academic Appointments. These conditions include time off to care for a family member who needs care because of incapacity caused or contributed to by pregnancy, miscarriage, abortion, or childbirth. Short-term sick time pay is also available for employees who are unable to work because they are caring for their newly born, newly adopted or newly fostered child. Staff members may use sick time pay for this purpose only during the year following the child’s birth or arrival in the home. A “family member” is defined as the employee’s spouse or partner with whom the employee shares living accommodations and expenses; the child, sibling, parent, grandparent or other related individual whose care is the responsibility of the staff member, spouse or partner.

Funeral/Bereavement Leave

<http://www.provost.umich.edu/faculty/handbook/16/16.C.html>

In the case of a death in the immediate family, the University provides up to three days paid time off from work to attend the funeral or memorial services and to make necessary arrangements. If additional time is needed, vacation time or excused absence without pay may be granted. When the death of an immediate family member occurs while a faculty member is on a scheduled vacation, up to three days of the faculty member’s vacation time may be converted to funeral leave.

“Immediate family” consists of an employee’s spouse or other qualified adult; the son, daughter, parent, grandparent, grandchild, brother, sister (or the spouse of any of them) of the employee, the employee’s spouse/other qualified adult, or any other related person living in the employee’s household (SPG [201.03](#)).

University of Virginia (#2)

Sick Leave & Funeral Bereavement Leave (all paid time off is combined)

http://www.hr.virginia.edu//uploads/documents/media/Paid_Time_Off.pdf

Immediate Family Member - a) Parents, including step-parents and in-laws, and in loco parentis (a person who stood in place of parent); b) spouse; c) children, including step-children, foster children; d) siblings, including step-siblings; e) grandparents and grandchildren; and f) any person living in the employee’s household.

University of California System (#1, 2, 8, & 10)

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp2210_absence.pdf

Family members Except for purposes of Family and Medical Leave, an employee's spouse, domestic partner, children (including children of the employee's domestic partner), parents, siblings, grandparents, and grandchildren. Step relatives, in laws, and relatives by adoption are included on the same basis as the above listed blood relatives. If an employee was raised by persons other than his/her biological parents, these individuals also are included in this category. Likewise, if an employee is raising a child who is not his/her biological child, that child is included in this category.

Funeral/Bereavement Leave

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp2210_absence.pdf (page 30)

In the event of the death of an employee's family member or of a person residing in the employee's home, the employee may take up to ten (10) days of accrued sick leave.

In the event of the death of an individual who is not an employee's family or household member, the employee may take up to five (5) days of accrued sick leave in a calendar year.

Tennessee Board of Regents Universities' Policies

Sick Leave

Where an employee must be absent because of serious illness in the immediate family, sick leave may be granted by the appropriate approving authority. For purposes of this section, "immediate family" shall be deemed to include: (1) spouse; (2) children, step-

children;(3) parents, step-parents, foster parents, and parents-in-law; and (4) siblings; and (5) other members of the family who reside within the home of the employee.

In instances of death of a member of the immediate family as defined in Section V, Bereavement Leave, sick leave may be granted at the discretion of the appropriate approving authority for a maximum of 15 hours (2 days) after the three (3) day bereavement leave has been used. In instances of the death of one of the following relatives, sick leave may be granted at the discretion of the appropriate approving authority for a maximum of 22.5 hours (3 days): (1) sons and daughters-in-law; (2) brothers and sisters-in-law; (3) foster brothers and sisters; and (4) other members of the family who reside within the home.

Bereavement Leave

An employee who is absent during the 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 will not exceed three (3) regularly scheduled work days.

Immediate family shall be deemed to include:

- (1) spouse
- (2) child, stepchild
- (3) parent, step-parent, foster parent, parent-in-law
- (4) sibling(s)
- (5) grandparents, 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.

Prepared by the Benefits & Professional Development Committee of the
Faculty Senate, October 2013