



**Policy Title:** HR5023 - Bereavement Leave

**Subject Area:** Human Resources

**Responsible Official(s):** Executive Vice President and Chief Operating and Financial Officer

**Responsible Office(s):** Human Resources

## Policy Statement

Consistent with state law, it is the University's policy to provide time off without loss of pay for regular full-time and part-time University employees due to the death of an Immediate Family Member as defined below.

## Definitions

***Immediate Family Member*** – Shall be deemed to include:

- Spouse
- Children, stepchildren and foster children
- Siblings (includes step and foster siblings)
- Parents, stepparents, foster parents, parents-in-law
- Grandparents
- Grandchildren
- Other members of the family who reside within the employee's home

## Policy

### **Bereavement Leave**

An employee who is absent during his/her regularly scheduled work week due to the death of an Immediate Family Member shall be granted leave as follows:

- Three (3) days paid leave for an employee's siblings, grandparents, grandchildren, foster parents, parents-in-law and any other member of the family who resides within the home.
- Five (5) days paid leave for an employee's parents or stepparents.

- Ten (10) days paid leave for an employee's spouse, children, stepchildren and foster children.

The University's Sick Leave Policy addresses the use of sick leave in the event of the death of other family members not covered under the definition of Immediate Family Member above.

In addition to the above referenced bereavement leave, sick leave not to exceed two (2) days may be granted if out-of-state travel is necessary in the instance of death of an Immediate Family Member. The days off provided under this Policy do not have to be consecutive but must be taken within sixty (60) working days of the death.

In instances of the death of one of the following relatives, sick leave may be granted for a maximum of 22.5 hours (3 days):

- Sons-in-law and daughters-in law
- Brothers-in-law and sisters-in-law

Employees may be required to provide proof of death to support their bereavement leave request which may include death certificate, obituary, funeral program or statement from the funeral home.

Regular part-time employees, 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.

## FAQs

### **How do I find out more information?**

Contact the Human Resources Service Center at [hrservicecenter@memphis.edu](mailto:hrservicecenter@memphis.edu) or 901-678-3573

## Related Documents, Policies and Forms

[HR5022 - Sick Leave](#)

**Last Revision Update Log: 09/18/2025**

HR5023 – Supersedes UM1812 March 22, 2018

UM1812 – Revised June 26, 2017

UM1812 – May 16, 2017