

Disclaimer: Printing and/or saving these policies may result in portions of the policies being incorrect or not current, as policies may be amended or removed from time to time. All current and updated official policies are available on the live SUU Policies website in HTML format. All links to official policy must be directed to the SUU Policies website. Do not download this policy and repost it to individual entities' pages or other webpages.

POLICY #9.4 SUBJECT: Funeral Leave

SUU [suu.edu/policies/09/04.html](https://www.suu.edu/policies/09/04.html) (<https://www.suu.edu/policies/09/04.html>)

I. PURPOSE

The purpose of this Policy is to provide a policy on funeral leave.

II. REFERENCES

N/A

III. DEFINITIONS

1. **Immediate Family:** One of the following: father, mother, brother, sister, wife, husband, son, daughter, uncle, aunt, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandparents.
-

IV. POLICY

1. Employees of the University who are on "salary contract" for half-time or more and for nine (9) months or more may be granted funeral leave with pay for a period of up to three (3) workdays in the event of a death in the Immediate Family.
 2. Additional days will be charged to annual leave or leave without pay.
-

V. RELEVANT FORMS/LINKS

N/A

VI. QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this Policy is the Vice President for Finance and Administration (<https://www.suu.edu/././ad/finance/index.html>). For questions about this Policy, contact the Office of Human Resources (<https://www.suu.edu/././hr/index.html>).

VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: July 27, 1990

Amended: N/A