Date: December 5, 2013

To: CSU Presidents

From: Gail E. Brooks  
Vice Chancellor  
Human Resources

Subject: Clarification of Intermittent Bereavement (Funeral) Leave for Non-Represented Employees

**Overview**

**Audience:** Human Resources Officers, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave programs

**Action Item:** Implement bereavement (funeral) leave requirements

**Affected Employee Group(s)/Units:** Confidential (C99), Excluded (E99), Management Personnel Plan (M80), and Executive Employees (M98)

**Summary**

This policy clarifies intermittent bereavement leave requirements and the “reasonable timeframe” permitted for non-represented employee groups. Non-represented employees include Confidential, Excluded, Management Personnel Plan (MPP), and Executive Employees.

Campus Human Resources Officers, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave programs should review the remainder of this Technical Letter for further information.

**HR 2013-14** allows for intermittent bereavement leave, which may be taken within a “reasonable timeframe”. “Intermittent leave” is defined as leave taken in separate blocks of time rather than one continuous period. This policy clarifies “reasonable timeframe” as it pertains to CSU policy for intermittent bereavement leave.

Bereavement leave should be taken consecutively whenever possible. However, under Title VII of the Civil Rights Act, an employer is required to reasonably accommodate an employee’s religious beliefs and practices. In instances where bereavement involves religious beliefs and practices to be honored, intermittent bereavement leave may be used for these practices. As such, bereavement leave may be granted on an intermittent basis for religious reasons or other special circumstances. In these instances CSU’s policy would anticipate the use of intermittent bereavement leave to be utilized within a one-month period, unless otherwise authorized by an appropriate administrator.

Questions regarding this policy should be directed to systemwide Human Resources at (562) 951-4411 or the campus HR department. This document is available on the Human Resources Management’s Website at [http://www.calstate.edu/HRAdm/memos.shtml](http://www.calstate.edu/HRAdm/memos.shtml).

GB/tl

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