



Date: November 12, 2013 **Code:** HR 2013-14
To: CSU Presidents **Reference:** HR/Leaves 2012-01
From: Gail E. Brooks *Gail Brooks*
Vice Chancellor
Human Resources
Subject: 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 identifies the requirements for bereavement leave benefits for non-represented employee groups, and clarifies the definition of “immediate family member” and “significantly close relative”. 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.

This policy identifies the requirements for bereavement leave benefits for non-represented employee groups (C99, E99, M80, and M98), and clarifies the definition of “immediate family member” and “significantly close relative”. This policy has been incorporated based upon consideration of information gathered from all campuses. This systemwide policy is effective January 1, 2014. Campuses are required to review their bereavement policy for non-represented employees and revise accordingly.

The California State University (CSU) offers bereavement leave to non-represented employees after the loss of an immediate family member or significantly close relative. For the purposes of this policy, "immediate family member" and "significantly close relative" are defined below.

“Immediate family member” includes the following:

- The employee's spouse or domestic partner
 - The employee's
 - Parents, grandparents, great-grandparents, children, grandchildren, and siblings (may be biological, adopted, foster, or step)

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
All Campus Vice Presidents
Associate Vice Presidents/Deans of Faculty

Human Resources Officers
Benefits Officers
Payroll Managers
Employee Relations Designees

"Significantly close relative" includes the following:

- The employee's spouse's or domestic partner's
 - Parents, grandparents, great-grandparents, and siblings (may be biological, adopted, foster, or step)
- Any relative residing in the immediate household of the employee, except domestic employees or roomers
- Any minor children or incapacitated individuals for whom the employee has legal guardianship or conservatorship

Please see the table below for details of the bereavement leave benefits for the non-represented employee groups.

Employee Group	Benefit
Confidential (C99)	Up to five (5) days with pay for each death of an immediate family member or significantly close relative.
MPP (M80)	
Executive (M98)	
Excluded (E99)	Up to two (2) paid days of bereavement leave for each death of an immediate family member, applicable to Police Officer Cadet classification (class code 8346) only.

Intermittent Leave

Bereavement leave should be taken consecutively, however the CSU understands that intermittent leave may be required due to religious or other special circumstances. Intermittent leave for bereavement may be taken within a reasonable timeframe, and must be pre-arranged and approved with the appropriate administrator.

Requirements

The employee's immediate supervisor authorizes the use of bereavement leave and has discretion to deny bereavement leave under exceptional circumstances. If additional time is needed, vacation, sick, or unpaid personal leave may be taken with supervisory approval. Prior to taking the bereavement leave, the employee should immediately notify the supervisor of the need to use bereavement leave. Within a reasonable period of time, the employee may be required to provide verification of need (e.g., obituary, death certificate).

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>.

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