

Bereavement Policy

POLICY STATEMENT

This policy defines the days off that may be taken upon the passing of a covered family member or when an employee suffers a reproductive loss.

REASON FOR THE POLICY

This policy outlines the rights and responsibilities of an employee who is requesting bereavement or reproductive loss leave.

EMPLOYEES COVERED BY THIS POLICY

This policy applies to all employees employed for at least 30 days prior to the commencement of the bereavement leave or reproductive loss.

DEFINITIONS

Family Member: For purposes of this policy, an employee's family member is defined to include the employee's current spouse, domestic partner, parent, sibling, child and child-in-law, parent-in-law, siblings-in-law, grandparent, grandparent-in-law, and grandchild, or any other person who is a member of the employee's household. A "parent" is defined as a biological parent, step-parent, adoptive parent, or a surrogate parent. A "child" is defined as a biological child, adoptive child, step-child or foster child.

POLICY

In the event of death in the family of an employee covered by this policy, the employee will be allowed up to Five (5) working days off for bereavement. The days need not be consecutive but must be taken within three months of the death.

The employee will be paid at regular pay for each day of absence up to the five days allowed under this policy. If requested, documentation of the death will be required, such as a death certificate, a published obituary, or written verification of death, burial, or memorial services. Staff employees regularly scheduled to work part-time will receive prorated paid bereavement leave in accordance with their work schedule. For example, an employee regularly scheduled to work 20 hours per four-day week will be eligible for 5 hours of paid bereavement leave for each of the five days allowed under this policy. If an employee requires more than the five days allowed under this policy, the employee may request a personal leave of absence for additional unpaid time or may use any accrued vacation or accrued sick leave if applicable. Faculty may consult with the Office of Faculty Advancement for more information on pay options.

Reproductive Loss Leave

Employees may take up to five unpaid days of leave for a reproductive loss event, defined as the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. Employees may take a maximum of 20 days of reproductive loss leave within a 12-month period in the event of multiple reproductive loss

events in a 12-month period. Only employees who have worked for the employer for at least 30 days are eligible for reproductive loss leave. Eligible employees must take the leave within three months of the event triggering the leave (i.e., reproductive loss events), but the days need not be taken on consecutive days. Reproductive loss leave is unpaid. However, eligible employees may choose to use any accrued and available paid sick leave or other paid time off for reproductive loss leave. Employees may request reproductive loss leave by contacting leaves@chapman.edu.

The University shall maintain the confidentiality of any employee requesting bereavement leave or reproductive loss leave. Any documentation provided to the University shall be maintained as confidential and shall not be disclosed except to internal personnel or legal counsel, as necessary, or as required by law.

OFFICE RESPONSIBLE FOR THE POLICY

Human Resources

Contact: Tim Frenchcampbell, frenchca@chapman.edu, 714-997-6979

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/bereavement-policy.pdf

WHO APPROVED THIS POLICY

Senior Staff

Date Approved: June 3, 2024

(signed)

President

PUBLICATION DATES:

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Revised: June 11, 2024

RELATED MATERIALS:

N/A