

POLICY

Leave up to four (4) work days will be allowed and paid by the College in the case of death in an employee's immediate family. Immediate family is defined as spouse, domestic partner (NJ Chapter 246 PL), partner in a civil union, child, stepchild, foster child, grandchild, son-in-law, daughter-in-law, parent, step parent, grandparent, parent-in-law, grandparent-in-law, sibling, sibling-in-law and legal guardian. "Work day" is defined as the employee's regular work hours on the day(s) bereavement leave is requested.

Employees are responsible for informing their immediate supervisor of any need to use bereavement leave prior to using it. The College may require documentation or verification before paid bereavement leave is approved.

In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

ADOPTED: February 28, 1966

Revised: November 28, 1977

Revised: December 10, 1984 (Number changed from 3345 to 3011) Reviewed: November 27, 1990

Revised: May 22, 1995

Revised: April 29, 2002

Revised: June 27, 2019