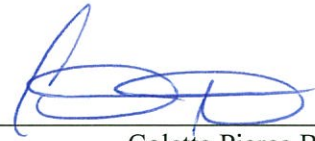


Policy NO. 622

Area: Human Resources

Adopted: April 29, 2011

Certified by _____



Colette Pierce Burnette
Vice President for
Administration & CFO

SUBJECT: Funeral Leave

The University recognizes funeral leave for employees. Employees shall be granted up to three (3) paid funeral leave days not charged against annual or sick leave. Employees shall be granted funeral leave to arrange for and/or attend the funeral of a member of his/her immediate family as set forth below:

Immediate family (father, mother, sister, brother, wife, husband, child, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandson, granddaughter, father-in-law, or mother-in-law).