

2.14.14 Bereavement Leave

KCTCS Personnel System

A regular full-time employee, or regular part-time employee who works a schedule of 50% or more of a full-time schedule on an annualized basis, shall be granted bereavement leave with pay as follows:

1. Up to five (5) working days for attending to funeral related matters in the case of the death of a parent, spouse, brother, sister, child (includes steps or halves of the same relationship), grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, domestic partner, step-parent, daughter or son of the employee's spouse or domestic partner, and any other person who resides in the employee's household, or other persons with whom the employee has an "in loco parentis"* relationship. Upon request, the supervisor may authorize up to an additional two days of bereavement leave with pay for extenuating circumstances, such as extended, lengthy travel. Total bereavement leave with pay, including additional leave for extenuating circumstances, shall not exceed seven (7) working days.
2. Up to two (2) working days in the case of the death of an aunt, uncle, niece, and nephew. Upon request, the supervisor may authorize up to an additional two days of bereavement leave with pay for extenuating circumstances, such as extended, lengthy travel. Total bereavement leave with pay, including additional leave for extenuating circumstances, shall not exceed four (4) working days.
3. At the discretion of an employee's supervisor, an employee may be granted bereavement leave with pay up to one-half of a working day to attend the funeral service of other relatives, associates, or close friends.

A "day" for bereavement leave purposes is defined as the number of hours an employee works in a regularly scheduled work-week on an annualized basis, divided by five (5).

In cases requiring absences in excess of the above allowances or other absences requested for funerals of other relatives or friends, approved time off shall be requested using other available leave as applicable or without pay if no other leave is available.

If requested, a portion of the available bereavement leave with pay may be used at a time subsequent to the day of the funeral, in order to address related estate/business matters.

Regular part-time employees who are eligible for bereavement leave with pay as noted above shall receive bereavement leave for the scheduled work hours that fall within the leave period.

UK Personnel System

A regular full-time employee, or regular part-time employee who works a schedule of 50% or more of a full-time schedule or more on an annualized basis, shall be granted bereavement leave with pay as follows:

1. Up to five (5) working days for attending to funeral related matters in the case of the death of a parent, spouse, brother, sister, child (includes steps or halves of the same relationship), a step-child for whom the employee is directly responsible, and any other person who resides in the employee's household, or other persons with whom the employee has an "in loco parentis"* relationship. Upon request, the supervisor may authorize up to an additional two days of bereavement leave with pay for extensive travel. Extensive travel is defined as travel distance greater than 100 miles, one way. Total bereavement leave with pay, including additional leave for extensive travel, shall not exceed seven (7) working days.
2. Up to two (2) working days in the case of the death of a direct descendant grandparent, grandchild, aunt, uncle, niece, and nephew, a step-child for whom the employee is not directly responsible, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. Upon request, the supervisor may authorize up to an additional two days of bereavement leave with pay for extensive travel. Extensive travel is defined as travel distance greater than 100 miles, one way. Total bereavement leave with pay, including additional leave for extensive travel, shall not exceed four (4) working days.
3. At the discretion of an employee's supervisor, an employee may be allowed bereavement leave with pay up to one-half of a working day to attend the funeral service of other relatives, associates, or close friends.

A "day" for bereavement leave purposes is defined as the number of hours an employee works in a regularly scheduled work-week on an annualized basis, divided by five (5).

In cases requiring absences in excess of the above allowances or other absences requested for funerals of other relatives or friends, approved time off shall be requested using other available leave as applicable or without pay if no other leave is available.

If requested, a portion of the available bereavement leave with pay may be used at a time subsequent to the day of the funeral, in order to address related estate/business matters.

Regular part-time employees who are eligible for bereavement leave with pay as noted above shall receive bereavement leave for the scheduled hours that fall within the funeral leave period.

KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

18A/151B Personnel System

For employees under this personnel system bereavement leave is addressed in the Kentucky Administrative Regulations for KRS Chapter 18A and KRS Chapter 151B, located in Appendix I (Section 2) of this manual.

*“In loco parentis” means the employee has the day-to-day responsibilities for the care and financial support of a child or persons who had such a responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

<u>6-22-98</u> Approval Date	<u>4-23-04; 12-7-04; 1-4-07</u> Date(s) of Last Review	<u>4-23-04; 12-7-04; 1-4-07</u> Date(s) of Last Revision <i>(Include all dates in chronological order)</i>	
(SIGNED) _____ Recommended by	1-4-07 Date	(SIGNED) _____ President, KCTCS	1-4-07 Date