



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

# Human Resources Guideline & Interpretation

## Minnesota State College Faculty (MSCF) Bereavement Leave

### LVE0001

**Purpose:** To clarify the college faculty bereavement leave practice.

**Affects:** All colleges

**Authoritative References:** The Minnesota State College Faculty contract, Article 14 - Leaves of Absence with Pay, Section 4 - Bereavement Leave.

**Required Form(s):** Campus "Request to be Absent from Duty" leave slip.

**Responsibility for Implementation:** It is the responsibility of the immediate supervisor of college faculty members, in concert with the chief human resources officer, to ensure the requirements of the MSCF employment contract are met.

**Attachments:** None

**Introduction:** Bereavement leave is paid leave available for use in accordance with the criteria below. Such leave does not accrue nor is a balance maintained. Usage is based on an eligible occurrence. Up to five (5) days of paid bereavement leave shall be available each time.

The contract provides for up to five (5) days of bereavement leave for the faculty member to use in the event of death of members of their immediate family. The lists below are intended to clarify members of the "immediate family" for purposes of determining the use of bereavement leave.

For members of the immediate family listed under "*Bereavement Leave*", the faculty member may have an absence approved for greater than five (5) days, in which case the additional leave days will be deducted from the faculty member's sick leave balance.

Faculty members must indicate the relationship of the deceased family member on the leave form.

