



Tarleton State University

Temporary Update to Bereavement Leave

1. What if a funeral service is postponed due to COVID-19?

Given the impact on funeral and celebration of life events as a result of the COVID-19 pandemic, the 30 day time limit requirement for leave to be taken has been waived by Chancellor Sharp through May 31, 2023.

2. Who is eligible for bereavement leave?

An employee in a budgeted position appointed for 50 percent or more time for a period of at least four and one-half months, excluding student workers and graduate assistants.

3. How many days of bereavement leave am I entitled to?

- a. For the death of a spouse, or the employee's or spouse's parent or child, an emergency leave of up to five (5) working days, depending upon the specific circumstances, may be approved.
- b. For the death of an employee's or spouse's brother, sister, grandparent, or grand-child, an emergency leave of up to two (2) workings days, depending upon the specific circumstances, may be approved, with an additional day granted for an out-of-state funeral.
- c. To attend the funeral of a relative not listed above or a friend, two (2) hours may be approved.

4. What if the amount of time off I wish to take exceeds the amount of bereavement leave I am allowed?

Additional time needed should normally be charged to accrued vacation or, if available, compensatory time.

5. What kind of documentation do I need to provide for Bereavement Leave?

Providing a link to the online obituary in the Comments section of your Workday leave submission will suffice.

6. How do I enter bereavement leave in Workday?

- a. From the Workday homepage you will select the "Time Off" worklet
- b. Then, under the Request column, you will select "Time Off"
- c. Select the day(s) in which you wish you request off and click the blue button in the bottom left corner.
 - i. For the death of a spouse, or the employee's or spouse's parent, child, brother, sister, grandparent, or grand-child, you will enter Death of a Family Member and select the reason.
 - ii. To attend the funeral of a relative not listed above or a friend, please select Other Emergencies and type "Bereavement Leave" in the Comment section.
- d. In the Comments section paste a link to the online obituary or email a link or copy of the service program to benefits@tarleton.edu .