




Policy Name: Bereavement Leave Policy

Policy Number: 03.40.07.04

Date: June 1, 2026

Review Date: June 1, 2029

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO


Signature



BEREAVEMENT LEAVE POLICY

Policy Title: Bereavement Leave Policy

Policy Type: Administrative

Policy Number: 03.40.07.03

Approval Date: June 1, 2026

Responsible Office: Office of Human Resources

Responsible Executive: Chief of Human Resources

Applies to: All Eligible Full-Time and Eligible Hourly Employees of Talladega College

CONTACT(S):

The Office of Human Resources officially interprets this policy. The Office of Human Resources is responsible for obtaining approval for any revisions through the appropriate governance and administrative approval process of Talladega College.

Questions regarding this policy should be directed to the office of Human Resources.

POLICY STATEMENT

Talladega College recognizes that the death of a family member or loved one is a difficult and emotional experience. The College is committed to supporting employees during periods of bereavement by providing eligible employees with paid or unpaid leave to attend funeral services, make necessary arrangements, and address matters associated with the loss of a family member.

This policy establishes eligibility requirements, procedures, and administrative guidelines for bereavement leave in a fair, compassionate, and consistent manner.



TABLE OF CONTENTS

Policy Statement	2
Definitions.....	2-3
Policy Contents	3
Education and Compliance	5
Publication	5
Stakeholder(s)	7
Review Schedule	8

DEFINITIONS

Bereavement Leave

Authorized leave granted to an employee following the death of a family member or loved one for purposes related to funeral attendance, travel, personal matters, or family support.

Extended Bereavement Leave -Additional time off beyond the College's three-day allotment granted to employees following the death of a loved one.

Immediate Family Member

For purposes of determining eligibility for paid bereavement leave under this policy, an immediate family member includes the employee's:

- Spouse
- Child or stepchild
- Parent or stepparent
- Brother or sister
- Grandparent
- Grandchild



Under special circumstances, the College may also consider domestic partners, legal guardians, current in-laws, or individuals residing in the employee's household as immediate family members for purposes of this policy, subject to review and approval by the employee's immediate supervisor and the Office of Human Resources, with final approval by the President.

Paid Bereavement Leave

Approved leave during which an eligible employee receives regular compensation for authorized absences related to bereavement.

Unpaid Bereavement Leave

Approved leave granted without compensation when the employee is not eligible for paid bereavement leave or requires additional time beyond the paid leave allotment.

POLICY CONTENTS

1. Eligibility

Bereavement leave is available to:

- Full-time employees of the College; and
- Hourly employees who have completed at least thirty (30) calendar days of employment before the requested leave date.

Temporary employees, student workers, interns, and independent contractors are generally not eligible for paid bereavement leave unless approved by Human Resources.



2. Paid Bereavement Leave

Eligible employees will receive up to three (3) regularly scheduled workdays of paid bereavement leave upon the death of an immediate family member.

Bereavement leave may be used for:

- Attending funeral or memorial services
- Participating in burial arrangements
- Funeral-related travel
- Managing affairs related to the death
- Supporting immediate family members during the bereavement period

Employees will receive compensation at their regular rate of pay for approved bereavement leave hours.

3. Additional Leave Requests

Employees requiring additional time beyond the three (3) paid bereavement days may request:

- Vacation leave
- Personal leave
- Unpaid leave
- Other available accrued leave balances

Additional leave requests are subject to cabinet-level supervisor and Human Resources approval based on operational needs and supporting circumstances.



4. Documentation Requirements

The College reserves the right to request documentation supporting the need for bereavement leave. Acceptable documentation may include:

- Funeral program
- Obituary notice
- Death certificate
- Verification from a funeral home, church, or memorial service provider

Failure to provide requested documentation may result in denial of paid leave benefits.

5. Abuse or Misuse

Bereavement leave is intended solely for legitimate bereavement-related purposes. Misuse, falsification, or fraudulent use of bereavement leave may result in disciplinary action up to and including termination of employment.

6. Administrative Authority

The Office of Human Resources retains authority to:

- Interpret this policy;
 - Approve exceptions where appropriate;
 - Ensure consistent application across departments; and
 - Recommend revisions when necessary.
-



7. Education and Compliance

The Office of Human Resources will provide education and guidance regarding this policy through:

- Employee handbook distribution
- New employee orientation
- Supervisor training sessions
- Internal policy communications

Compliance with this policy will be monitored through:

- Leave request documentation
- Payroll and attendance records
- Human Resources audits
- Supervisor reporting procedures

Failure to comply with this policy may result in corrective or disciplinary action.

STAKEHOLDER(S)

The following stakeholders are impacted by or responsible for implementation of this policy:

- Office of Human Resources
 - Department Supervisors and Managers
 - Payroll Office
 - Full-Time Employees
 - Hourly Employees
 - Executive Leadership
-



PUBLICATION

This policy shall be widely published and distributed to the Talladega College community. The Director of Institutional Research and Effectiveness and the Chief Marketing and Communications Officer will make every effort to: 1. Communicate the policy in writing, electronically, or otherwise, to the College community within fourteen (14) days of approval. 2. Submit the policy for inclusion in the online Policy Library once the library is uploaded. 3. Post the policy on the appropriate websites; and 4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. 5. Failure to meet the publication requirements does not invalidate this policy

REVIEW SCHEDULE

- **Next Scheduled Review:** 6/1/2029
 - **Approval:** 6/1/2026
 - **Revision History:** N/A
 - **Supersedes:** Previous Bereavement Leave Policy, if applicable
-