The purpose of this Policy is to define the Bereavement Leave Policy recognized at Mercer University.

I. Provision for Bereavement Leave

In the event of the death of an Immediate Family Member of the employee, up to five Sick Days may be used for Bereavement Leave. If additional time is needed, available Vacation Days may be used.

In the event of the death of Other Family Members not defined to be included as an Immediate Family Member, up to three Sick Days may be used for Bereavement Leave. If additional time is needed, available Vacation Days may be used.

In the event of the death of non-Family Members, available Vacations Days may be used for Bereavement Leave.

II. Definition of Immediate Family Members and Other Family Members

For purposes of this Policy, an Immediate Family Member is defined to include the employee’s spouse, children, and parents.

For purposes of this Policy, Other Family Members is defined to include the employee’s Mother or Father In-law, grandparents, grandchildren, siblings, aunts, uncles, nieces, and nephews.