

Policy: 5.13

Bereavement/Emergency Leave

Employees who wish to take time off due to the death or critical illness of an immediate family member shall notify their supervisor immediately. Critical illness shall include non-routine surgeries, critical illnesses, or injuries that produce a life threatening condition.

Subject to the approval of the Dean of Human Resources/Affirmative Action or his/her designee, a maximum of 40 hours absence without deduction in pay for each event shall be allowed. Up to 3 occurrences in any one fiscal year of paid emergency leave will be provided to eligible employees.

Part-time employees who work the equivalent of 20 hours or more per week shall be limited to 7.5 days of emergency leave per year.

KCKCC defines "immediate family" as the employee's spouse, parents, children, grandparents, brothers, sisters, aunts, uncles, or anyone of like relationship by marriage or any person living in the household of the employee.