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## Policy Information

**Last Revised Date:**

July, 2001

**Policy Number:**

UHAP 8.02.02

**Responsible Unit:**

Division of Human Resources

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## Policy

Appointed personnel employed 20 hours per week or more, whose employment is expected to continue six months or more, are eligible for up to three paid working days as bereavement leave upon the death of a parent, parent-in-law, brother, sister, spouse, child, grandparents, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other person who is a member of the employee's established household.

For this purpose a parent is defined as a natural parent, stepparent, adoptive parent or surrogate parent. A child is defined as a natural child, adoptive child, foster child or stepchild.

Employees must be in a pay status in order to receive paid bereavement leave. Two additional paid working days may be granted to attend or arrange funeral services out-of-state as part of bereavement leave.

## Related Information\*

[ABOR policy 6.806. Bereavement Leave](#) [2]

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**Source URL:** <http://tobaccofree.arizona.edu/employmenthuman-resources/bereavement-leave>

**Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] <https://public.azregents.edu/Policy%20Manual/6-806-Bereavement%20Leave.pdf>