Funeral Leave

An employee will be allowed time off with pay in the event of a death in the employee's immediate family or household defined as:

Blood Relatives:	Step Relatives:	In-Laws:
Husband	Step-father	Father-in-law
Wife	Step-mother	Mother-in-law
Father	Step-son	Son-in-law
Mother	Step-daughter	Daughter-in-law
Son		
Daughter		
Brother		
Sister		
Grandmother		
Grandfather		
Grandchild		
Great Grandmother		
Great Grandfather		
Great Grandchild		
Same-sex Domestic Partners as defined and qualified per the July 18, 2003, Board Report.		

The period of paid funeral leave for the death of members of the employee's immediate family or household as defined above is determined by the distance of funeral services from Muncie as follows:

Three (3) workdays - within 150 mile **radius** of Muncie
Four (4) workdays - between 150 and 300 mile **radius** of Muncie
Five (5) workdays - beyond a 300 mile **radius** of Muncie and in North America
Seven (7) workdays - outside of North America

Note: The additional days for travel are granted only when the employee travels to the services.

Visit the website www.bsu.edu/hrs/leavesofabsence and click “Funeral Leave” to view a map used to determine days of funeral leave available.

An employee will be allowed one (1) day time off with pay in the event of the death of an employee's other relatives defined as:

Blood Relatives:	Step Relatives:	In-Laws:
Uncle	Step-father-in-law	Brother-in-law
Aunt	Step-mother-in-law	Sister-in-law
Nephew		
Niece		

Time off with pay may be granted to attend the funeral of a fellow employee. Such time off must be approved by the department head and Employee Relations and will be limited to the employees in the same work unit as the deceased employee. The interpretation of work unit will be the responsibility of the department head. Essential services must be maintained.