All full-time employees shall be granted up to five (5) days for bereavement leave for the death of an immediate family member. For purposes of this Policy, "immediate family member" means the employee's partner, parent, child, in-home dependent, sibling, grandparent, and grandchild. This also includes all step, half, and in-law relationships.

Any leave taken beyond the five (5) days must be charged to annual, sick, or leave without pay. An employee should notify his/her immediate supervisor when a death in the immediate family occurs. If leave is taken beyond the five (5) days of bereavement leave, the employee and supervisor must ensure the employee's job duties are adequately covered.

Bereavement shall be cumulative, must be used within one (1) year of it being granted, and shall not have cash value or be transferred upon separation.

REFERENCES

Statutory References	None
Regulatory References	NC Executive Order 325
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 3.2.4 - Leave ● Procedure 3.2.4.1 - Leave Requests

POLICY HISTORY

January 1, 2025	Adopted.
August 6, 2025	Revised to reflect adoption of five (5) bereavement leave days by State Board and concomitant authorization to allow for colleges to provide five (5) days of bereavement leave days to employees.