



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Human Resources Section *Policy 3.2.16 - Bereavement Leave*

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.

Adopted:	January 1, 2025
Revised:	August 6, 2025
Legal Reference:	Executive Order 325
Cross-Reference:	Procedure 3.2.4.1 - Leave Requests (referenced by)