



New Jersey Institute of Technology  
University Policies and Procedures

DATE OF ISSUE: February 2017

*Subject:* HUMAN RESOURCES – Non-Aligned Employee Bereavement Leave Policy

## PURPOSE

NJIT recognizes that bereavement is a difficult life event, requiring time for an employee to grieve and fulfill familial obligations. This policy establishes guidelines for providing time off to non-aligned employees for absences related to the death of family members.

## ELIGIBILITY

All non-aligned, full-time and permanent part-time employees are eligible for leave under this policy.

## POLICY

- *Immediate family members* – Non-aligned full-time employees will be allotted three (3) paid bereavement days per occurrence to grieve the death and/or attend the funeral of a member of the employee's immediate family. Non-aligned permanent part-time employees will be eligible for prorated benefits under this policy.
  - For the purpose of this policy, immediate family is defined as: spouse, domestic partner, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, stepfather, stepmother, stepbrother, stepsister, stepson, or stepdaughter.
  - If additional time is needed, vacation, personal or unpaid time may be taken with supervisory approval.
- *Other family members* – for bereavement leaves for other family members, the employee may use vacation, personal or unpaid time with supervisory approval.
- *Non-family members* – for bereavement leaves for non-family members, the employee may use vacation, personal or unpaid time with supervisory approval.

## Non-Aligned Employee Bereavement Leave Policy

- If an employee requests more than three (3) days of unpaid bereavement leave, the supervisor must first consult with the Department of Human Resources before granting such requests.

### PROCEDURE

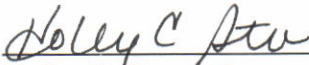
Any eligible employee who wishes to take bereavement leave should notify his or her supervisor immediately. If the employee is granted unpaid time off, the supervisor must notify the Department of Human Resources.

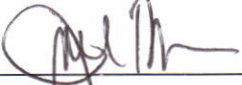
Within a reasonable period of time following the leave, the employee may be required to provide verification of the date of the funeral services and the relationship with the deceased (obituary, funeral program, death certificate, etc.) to the supervisor and/or the Department of Human Resources for the purposes of audit documentation.

### EFFECTIVE DATE OF POLICY

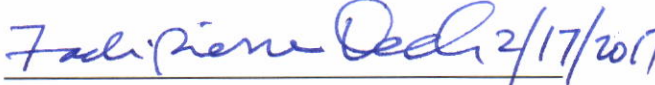
This policy takes effect upon adoption, and supersedes and revokes any former bereavement policies and procedures.

### REVIEW:

 2/14/17  
\_\_\_\_\_  
Date  
Holly C. Stern, Esq.  
General Counsel  
Vice President for Legal Affairs


 3.1.17  
\_\_\_\_\_  
Date  
Joel S. Bloom  
President

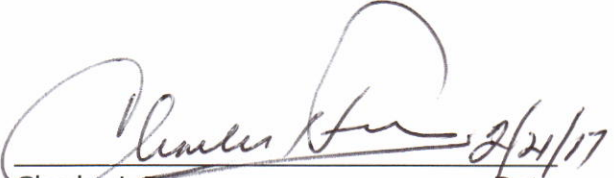
### APPROVAL:

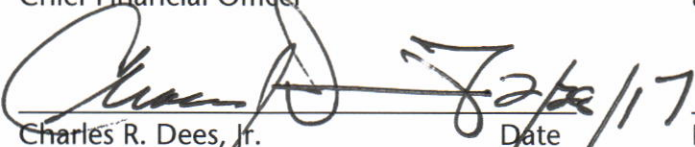
 2/17/2017  
\_\_\_\_\_  
Date  
Fadi P. Deek  
Provost and  
Senior Executive Vice President

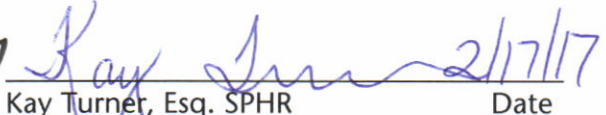
 2-22-17  
\_\_\_\_\_  
Date  
Andrew P. Christ  
Vice President for Real Estate  
Development and Capital Operations

Non-Aligned Employee Bereavement Leave Policy

  
\_\_\_\_\_  
Edward J. Bishof, Sr. Date  
Senior Vice President for Finance and  
Chief Financial Officer

  
\_\_\_\_\_  
Charles J. Fey Date  
Vice President for Academic Support  
and Student Affairs

  
\_\_\_\_\_  
Charles R. Dees, Jr. Date  
Senior Vice President for University  
Advancement

  
\_\_\_\_\_  
Kay Turner, Esq. SPHR Date  
Vice President for Human Resources

  
\_\_\_\_\_  
Donald H. Sebastian Date  
Senior Vice President for  
Technology & Business Development  
President and CEO of NJII