



# Funeral Leave

Departmental Responsibility: Office of Human Resources  
Internal Procedure: 02.B.04.01  
Effective Date: September 2008  
Last Modified Date: April 2012

This information is provided in this location for the convenience of our employees.

## University Policy Leave: Funeral

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### Goal:

To provide employees with leave when there has been a death in the immediate family.

### Eligibility:

Employees in FTE, Temporary Grant (TGP), and Time-Limited (TLP) positions who are scheduled to work at least 20 hours a week are eligible for Funeral leave.

### Ineligibility:

Employees in an FTE, TGP or TLP position working less than 20 hours a week are ineligible for Funeral Leave. All employees not in an FTE, TGP or TLP position are ineligible for the Funeral leave as specified in this policy.

### Definition of Immediate Family:

Immediate family is defined as the spouse, great-grandparents, grandparents, parents, legal guardians, brothers, spouse of brothers, sisters, spouse of sisters, children, spouse of children, grandchildren, great-grandchildren of either the employee or the spouse.



### Amount of Leave to be Taken:

An employee, upon request, shall be granted up to three consecutive workdays of leave with pay on the death of any member of the employee's immediate family.

### Required Documentation:

An employee requesting leave for a death in the immediate family shall submit a statement to their supervisor stating the name of the deceased and the relationship to the deceased.

### Process:

Employees utilizing Funeral leave must submit the number of hours they served into the university leave system and select "Funeral" as reason for absence.

Official Policy may be found at [https://hr.app.clemson.edu/poly-proc/view\\_document.php?id=216](https://hr.app.clemson.edu/poly-proc/view_document.php?id=216).