



**OAKLAND
COMMUNITY
COLLEGE™**

Administrative Policy

Policy Type: Administrative
Policy Title: Bereavement
Office Responsible: Human Resources

Policy Statement

Full time employees will receive three (3) days leave of absence without loss of pay in the event of death of any member of his/her immediate family. For the purposes of this policy, immediate family is defined as a spouse, mother, father, son, daughter, stepchildren, brother, sister, aunt, uncle, brother-in-law, sister-in-law, mother-in-law, father-in-law, stepparents, grandparents, spouse's grandparents, domestic partner, or by any loco parentis relationship in the employee's immediate household.

Under certain conditions, such as when long distances must be traveled, a reasonable amount of time beyond the three (3) days may be approved by the employee's immediate supervisor.

Change Log

09-24-2019 Policy adopted