THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources and Affirmative Action	**Number:**	201.3
		Revised:	7/1/05
SUBJECT:	Funeral Time	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	All Regular Faculty and Staff, with the exception of those represented by a bargaining unit		
ISSUED BY:	Human Resources and Affirmative Action and the Office of the Provost and Executive Vice President for Academic Affairs		

Policy

In the case of death in an employee's immediate family, the University provides up to three days (a maximum of 24 hours) paid time off work for the employee to attend the funeral or memorial services and to make necessary arrangements. If additional time is needed, accrued vacation time, Paid Time Off, or excused absence without pay may be requested.

Pay for funeral time off is at the employee's regular rate plus shift premium if applicable, and may not exceed the employee's scheduled non-overtime hours of work for those days.

When death of an immediate family member occurs while an employee is on a scheduled vacation, the employee's vacation will be converted to funeral leave for the period of time for which the employee would have otherwise qualified.

Definitions

The immediate family consists of an employee's spouse or same-sex domestic partner with whom the employee shares living accommodations and expenses; the son, daughter, parent, grandparent, grandchild, brother, sister (or the spouse of any of them), of either the employee or the employee's spouse/same-sex domestic partner; or any other related person living in the employee's household.

Procedures: http://www.umich.edu/~hraa/procedures/spg201-03.htm