

5.4.12 Funeral Leave

Last Revised: May 2023

Policy: Piedmont Community College (PCC) provides eligible employees funeral leave with pay.

Purpose/Definitions:

Purpose

The purpose of this policy is to communicate the method by which funeral leave is granted to eligible college employees.

Definitions

Eligible employees—Full-Time Permanent employees who are under a contract of employment with PCC.

Full-Time Permanent—as defined in PCC Policy 5.36 Definition of Employment Categories.

Immediate Family—includes, but not limited to, spouse, parents, siblings, children, brother/sister-in-law, son/daughter-in-law, mother/father-in-law, grandparents, grandchildren, stepchildren, stepparent, and stepsiblings.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Eligibility

- 1.1. Eligible employees may take three (3) days of leave with pay for a death in the employee’s immediate family.
 - 1.1.1. Funeral leave is an excused absence and has no effect on vacation, sick, or bonus leave.

- 1.1.2. Any additional time away will have to be accounted for using vacation, sick, or bonus leave.
- 1.2. Employees may take up to two (2) hours of funeral leave to attend the funeral of other college employees and Board of Trustees members and/or the funeral of immediate family members of employees and Board of Trustees members.
 - 1.2.1. Supervisors have the right to extend the time allowed for funeral leave for services, as needed.
- 1.3. Employees not eligible for paid funeral leave may request funeral leave without pay. See PCC Policy 5.4 Leave for information regarding eligibility.

Section 2: Requesting Leave

- 2.1. The employee will submit a leave request for approval.

Legal Citation: [1C SBCCC 200.94](#)

History: Effective October 1988; Revised April 1992, April 1999, July 2016, April 2021, May 2022—updated definitions, May 2023

Cross references PCC Policies 5.4 Leave and 5.36 Definition of Employment Categories