



California State University, Sacramento
Office of Human Resources

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Bereavement/Funeral Leave Process

When dealing with the loss of a loved one, employees should contact their Appropriate Administrator to make a request for Bereavement/Funeral Leave. Bereavement Leave cannot be denied for any employee.

Eligible employees can be granted leave with pay for each death of a significantly close relative/person or immediate family member. Please scroll down to the Collective Bargaining Agreement (CBA) Articles and Technical Letter for definitions regarding Bereavement/Funeral Leave.

Instructions to Request Bereavement and Funeral Leave

1. Log into mySacState <https://my.csus.edu/>
2. Open your Employee Center and click on the “Time” tile and then “Report and View Absences”
3. In “Enter New Absence Events,” select “Bereavement/Funeral” in the Absence Name box
4. Select the beginning and end date of your leave

ABSENCE NAME	*BEGIN DATE	*END DATE	*PARTIAL DAYS	ABSENCE DURATION	UNIT TYPE			
Bereavement/Funeral	10/07/2024	10/11/2024	None		Hours	Add Comments	+ Add	x Delete

[Calculate Duration](#)

Timesheet

[Submit / Approve](#)

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

[Submit](#)

5. Click “Add Comments” and list the relationship to the deceased

Absence Event Comments [Return To Entry Page](#)

Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link.

[Save Comments](#)

6. Click “Save Comment”
7. Click “Submit”

Collective Bargaining Agreement (CBA) Articles and Technical Letter Regarding Bereavement/Funeral Leave

Unit 1 Union of American Physicians and Dentists (UAPD)

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit1-uapd.aspx>

Bereavement Leave

- 15.11 For each death of an immediate family member, upon request to the President, the employee shall be granted five (5) days leave with pay. The employee shall give notice of the need for leave to the appropriate administrator as soon as possible. Upon request, upon return to work, the employee shall provide written notice including the name and relationship of the deceased to substantiate the leave.
- 15.12 A leave granted in accordance with this provision may be supplemented in accordance with bereavement provisions of Article 14, Sick Leave.
- 15.13 The term "Immediate family" as used in this Article shall mean:
- The employee's spouse or registered domestic partner;
 - The employee, spouse or registered domestic partner's: parent, step-parent, grandparent, great-grandparent, sibling, child or grandchild (including foster, adopted and step), parent's siblings;
 - The employee's child-in-law;
 - A person living in the immediate household of the employee, except domestic employees, roomers, boarders, and/or roommates.

Unit 2, 5, 7, 9 California State University Employees Union (CSUEU)

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit2-5-7-9-csueu.aspx>

Immediate Family Definition

- 15.1 "Immediate family" as used in this Article shall mean:
- The employee's spouse or domestic partner;
 - The employee, spouse or domestic partner's: parent, step-parent, grandparent, great-grandparent, sibling, child or grandchild (including foster, adopted and step), parent's sibling and parent's sibling's spouse;
 - The employee's child-in-law;
 - A person living in the immediate household of the employee, except domestic employees, roomers, boarders, and/or roommates.

Bereavement Leave

- 15.15 For each death of an immediate family member, as defined in Provision 15.1, upon request to the President, the employee shall be granted five (5) days leave with pay.
- 15.16 Upon request, bereavement leave may be supplemented with an employee's own leave credits.

Unit 3 California Faculty Association (CFA)

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>

Paid Bereavement Leave

- 23.1 Upon request to the President, a faculty unit employee shall be granted a five (5) day leave of absence with pay for each death in the immediate family.
- 23.2 A leave granted in accordance with provision 23.1 may be supplemented in accordance with bereavement provisions of Article 24, Sick Leave, provisions 24.10(e), 24.11, and 24.12.
- 23.3 The term "immediate family" as used in this Agreement shall refer to:
- The employee's spouse or domestic partner and;
 - The employee's, spouse's or domestic partner's: parent, grandparent, grandchild, child, child-in-law, sibling, parent's sibling, stepchild or stepparent and;
 - Close relative or persons residing in the immediate household of the employee (except domestic employees or roomers);
 - Any minor children or incapacitated individuals for whom the employee has primary responsibility or legal guardianship or conservatorship.

Unit 4 Academic Professionals of California (APC)

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit4-apc.aspx>

Bereavement Leave

- 20.9 For each death of a significantly close person, upon request to the President, the employee shall be granted five (5) days leave with pay.
- 20.10 A leave granted in accordance with provision 20.9 above may be supplemented in accordance with the bereavement provision in Article 19, Sick Leave, if requested by the employee.
- 20.11 The term "significantly close person" as used in this Article shall mean:
- The employee's spouse or registered domestic partner;
 - The employee, spouse or registered domestic partner's: parent, step-parent, grandparent, great-grandparent, sibling, child or grandchild (including foster, adopted, and step), parent's siblings;
 - The employee's child-in-law;
 - A person living in the immediate household of the employee, except domestic employees, roomers, boarders, and/or roommates.
- 20.12 The employee shall give notice of the need to use bereavement leave to the Appropriate Administrator as soon as possible. Upon return to work, and only upon request, the employee shall provide the name and relationship of the deceased.

Unit 6 (Teamsters 2010)

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit6-setc.aspx>

Bereavement Leave

- 18.15 For each death of a significantly close relative (as defined in provision 18.17) or an immediate family member (as defined in provision 18.10), upon request to the President, the employee shall be granted five (5) days leave with pay. Limited hourly employees are eligible for bereavement leave if they are scheduled to work at the time of the funeral and will be paid the number of hours they were scheduled to work.
- 18.16 A leave granted in accordance with provision 18.15 may be supplemented in accordance with the bereavement provision (18.8) of this Article.
- 18.17 The term "significantly close relative" shall mean a spouse or registered domestic partner and the employee's or their spouse's/registered parent, grandparent, grandchild, child, child-in-law, sibling, or relative living in the immediate household of the employee.
- 18.18 The employee shall give notice of the need to use bereavement leave to the Appropriate Administrator as soon as possible. Upon return to work, and only upon request, the employee shall provide the name and relationship of the deceased.

Unit 8 State University Police Association (SUPA)

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit8-supa.aspx>

Immediate Family

- 22.7 The term "immediate family" as used in this article shall mean:
- The employee's spouse or domestic partner;
 - The employee's, spouse's or domestic partner's: parent, sibling, grandparents, great-grandparent, child (including foster, adopted and step-child), grandchild, aunt, uncle, step-parent;
 - The employee's son-in-law, daughter-in-law; and
 - A relative of the employee, spouse or domestic partner who is living in the immediate household of the employee.

Bereavement Leave

- 22.8 For each death of an immediate family member as defined in provision 22.7 above, upon request to the President, the employee shall be granted five (5) day's leave with pay. The five (5) days shall apply to five (5) days of the employee's regularly scheduled workdays up to a maximum of forty (40) hours. The employee shall give notice to the Chief of Police as soon as possible and shall, if requested by the Chief of Police, provide substantiation for the request upon the employee's return to work.

- 22.9 A leave granted in accordance with this provision may be supplemented in accordance with the sick leave bereavement provision.

Unit 11 (UAW)

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit11-uaw.aspx>

Bereavement Leave

- 14.3 Upon request to the President, a bargaining unit employee shall be granted up to two (2) days leave of absence with pay for each death in the immediate family. Upon request to the President, the bargaining unit employee shall be granted three (3) consecutive days leave of absence with pay if the death in the immediate family requires that a bargaining unit employee travel over five hundred (500) miles from their home. A bargaining unit employee shall give notice of the need for bereavement leave as soon as possible. The employee may be required to provide written substantiation for the request, including the name and relationship of the deceased immediate family member, upon the employee's return to work. Bereavement Leave may only be taken on those days the employee was previously scheduled to work and must be taken within three (3) months of the death or at the time of the funeral.
- 14.4 A bereavement leave may be supplemented with available sick leave. In addition to paid leave, a bargaining unit employee may also take unpaid leave for a combined total of five days of bereavement leave.
- 14.5 "Immediate Family" as used in this Article shall mean:
- the employee's spouse or registered domestic partner;
 - the employee's spouse's or registered domestic partner's parent, sibling, grandparent, great-grandparent, child (including foster, adopted and stepchild), grandchild;
 - the employee's child's spouse or registered domestic partner
 - a person who is living in the immediate household of the employee, except domestic employees, roomers, boarders, and/or roommates.

Non-represented (Confidential – C99, Management Personnel Plan - MPP and Executives)

<https://www.calstate.edu/HrAdm/pdf2013/HR2013-14.pdf>

- Up to five (5) days with pay for each death of an immediate family member or significantly close relative.

"Immediate family member" includes the following:

- The employee's spouse or domestic partner
- The employee's
 - Parents, grandparents, great-grandparents, children, grandchildren, and siblings (may be biological, adopted, foster, or step)

"Significantly close relative" includes the following:

- The employee's spouse's or domestic partner's
 - Parents, grandparents, great-grandparents, and siblings (may be biological, adopted, foster, or step)
- Any relative residing in the immediate household of the employee, except domestic employees or roomers
- Any minor children or incapacitated individuals for whom the employee has legal guardianship or conservatorship

Please see the table below for details of the bereavement leave benefits for the non-represented employee groups.

Non-represented Excluded (E99)

<https://csyou.calstate.edu/Policies/HRPolicies/TL-LVS2023-03.pdf>

"Family member" means a spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law as defined in Section 12945.2.

- Police Cadet (class code 8346) in E99 (Excluded):
 - Up to two (2) paid days of paid bereavement leave. Up to three additional days of unpaid bereavement leave. (Maximum of five days)
- Excluded (E99) Except Police Cadet:
 - Up to five days of unpaid bereavement leave. Note: Employees must be employed at least 30 days before the leave for the death of a family member.