

PURPOSE

The purpose of this policy is to provide all regular, full-time and part-time employees at Nashville State Community College ("College") time off without loss of pay due to the death of an immediate family member as defined below, consistent with T.C.A. § 8-50-113.

DEFINITIONS

Immediate family – Immediate family shall be deemed to include:

- 1) spouse;
- 2) child, step-child;
- 3) parent, step-parent, foster parent, parent-in-law;
- 4) sibling(s);
- 5) grandparents and grandchildren and;
- 6) other members of the family who reside within the home.

POLICY/GUIDELINE

I. Bereavement Leave

- A. An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three (3) regularly scheduled work days.

1. In addition to the three (3) regularly scheduled work days, sick leave not to exceed two (2) days may be granted at the discretion of the appropriate approving authority in the instance of death of one of the immediate family members listed. At the discretion of the approving authority, the days off provided under this policy do not have to be consecutive.

- B. Regular part-time employees, including academic personnel scheduled to carry less than a full teaching load or its equivalent, regardless of probationary status, shall be eligible to receive bereavement leave on a prorated basis equal to the percentage of their employment to full-time employment.

SOURCES

T.C.A. § 49-8-203; T.C.A. § 8-50-113

RELATED POLICIES

Nashville State Policy 05-02-01 and TBR Policy 5.01.01.07

Approved by President's Cabinet 1/10/22