

Oregon Tech Policy
OIT-20-063
Unclassified Administrative Staff Bereavement Leave

1. Policy Statement

The university is committed to providing eligible unclassified administrative staff with time off to grieve and discharge customary obligations associated with the death of a family member.

2. Reason for Policy/Purpose

To establish an inaugural basis for paid bereavement leave for unclassified administrative staff.

3. Applicability/Scope

This policy applies to all unclassified administrative staff employed at 0.50 FTE or greater.

4. Definitions

Unclassified Staff: The university's unclassified administrative staff are defined by ORS 580-020-0006.

5. Policy

5.1 Policy Details

5.1.1 Eligibility: Unclassified administrative staff on an ongoing appointment of 0.50 FTE or greater are eligible to utilize bereavement leave. Eligibility begins on the first of the month following the unclassified administrative staff member's start date.

5.1.2 Amount of Leave: Eligible unclassified administrative staff may use up to four (4) days of leave, per instance, within sixty (60) days of notification of death. Bereavement leave will be pro-rated for part-time employees based on their FTE. Eligible unclassified administrative staff may use this benefit for any death as defined within this policy.

5.1.3 Additional Leave: Unclassified administrative staff may also be eligible for protected unpaid leave for some relationships under Oregon Family Leave Act (OFLA) and are encouraged to contact OHR for details.

5.1.4 Approval: Bereavement time is to be scheduled when foreseeable; the employee shall make a reasonable attempt to schedule the use of bereavement time in a manner that does not unduly disrupt the operational needs of the university. If abuse of bereavement leave is suspected, the university reserves the right to require reasonable documentation from a provider to support bereavement leave usage.

5.1.5 Notice: If the need to use bereavement time is unforeseeable, the employee is required to provide notice to the supervisor, using established department process and or procedure, as soon as practicable, and no later than the start of shift.

5.1.6 Usage – Eligible Family Members: To deal with the death of the following family members, or any other family member as defined by BOLI, OFLA, or FMLA:

- the spouse or domestic partner of an employee;
- the biological, adoptive, foster child; or child-in-law or domestic partner of a child of the employee or the employee's spouse or domestic partner;
- the biological, adoptive, or foster parent of the employee or the employee's spouse or domestic partner;
- the grandparent or grandchild of the employee or the employee's spouse or domestic partner;
- the sibling of the employee or the employee's spouse or domestic partner;
- a person with whom the employee was or is in a relationship of in loco parentis; or
- a member of the employee's household with whom the employee or the employee's spouse or domestic partner shares a close association equivalent to a family relationship.

5.1.7 Additional leave – Oregon Tech emeritus and/or active employees: The university president has the sole discretion to grant leave to individuals or groups of individuals associated with the death of a former president; faculty emeritus; administrator emeritus; of the death of a current employee.

5.1.8 Recordkeeping: Each eligible unclassified administrative staff member is responsible for accurately reporting the use of bereavement leave through monthly time reporting. The payroll department will keep an accurate record of bereavement accrual and use.

6. Links to Related Procedures, Forms, or Information

None

7. Policy Review/Consultation

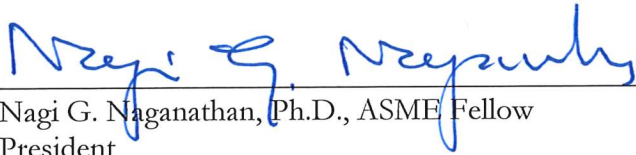
This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Administrative Council
- President's Leadership Council

This policy was adopted pursuant to Oregon Tech's policy review and making process.

8. Policy Approval

Approved by the president on October 25, 2023.



Nagi G. Naganathan, Ph.D., ASME Fellow
President

Adoption Date

10/25/2023

Supersedes, Renames, and Renumbers

N/A

Revision Dates

N/A