I. **Title: Funeral Leave**

II. **Policy**

A. Eligible employees of UT Health San Antonio may be granted paid funeral leave in the event of a death of an eligible family member.  

Funeral leave granted for the death of an eligible family member in the employee’s family may be authorized for up to three (3) work days or a total of twenty-four (24) hours to allow time to make appropriate arrangements, attend the funeral, and take care of other bereavement related needs. Days used for this purpose are not required to be consecutive.

III. **Eligibility**

A. To be eligible for funeral leave, an employee must be appointed to work at least twenty (20) hours per week for a period of four and one-half (4½) months or more in a position that does not require student status.

Eligible family members include:

1. Your spouse, and
2. Your or your spouse’s:
   a. Parents/Stepparents,
   b. Children/Stepchildren,
   c. Brothers/Stepbrothers,
   d. Sisters/Stepsisters,
   e. Grandparents/Step-grandparents and
   f. Grandchildren/Step-grandchildren.

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1 Texas Government Code 661.902(a)
IV. Procedure

A. The employee must notify his or her supervisor in advance or as soon as possible to request time off from their regular work schedule, including the need for the number of days being requested.

B. The employee must follow any additional departmental procedures in requesting time off through their department.

C. The supervisor may request reasonable verification of the death or relationship to the deceased for funeral leave.

D. The supervisor may approve up to three (3) days or twenty-four (24) hours of funeral leave.

E. No reduction to an employee’s pay or accrued leave balances (personal, vacation, or sick) will be made for approved funeral leave for up to three (3) days or twenty-four (24) hours.

If more than three (3) days or twenty-four (24) hours are needed for bereavement, the supervisor may approve additional time off. Any time in excess of the three (3) days or twenty-four (24) hours should be charged to the employee’s vacation or personal leave balances. If the employee does not have sufficient vacation or personal leave, then any additional time would need to be leave without pay.

To attend a funeral that does not qualify under the funeral leave policy above, the supervisor may approve time off. Time should be charged to vacation or personal leave.