

Compliance Alerts!

Bereavement Leave

On November 1, 2024, [Executive Order 325](#) was signed, establishing a Bereavement Leave program for eligible employees of Fayetteville State University. This order provides up to forty (40) hours of fully paid leave for bereavement due to the loss of an immediate family member. Additionally, it allows for up to eight (8) hours of fully paid leave for the bereavement of a colleague. The initiative is designed to support employees during times of loss and grief, ensuring they have the necessary time to address personal matters arising from the passing of a loved one.

Eligible Types of Employees Bereavement

Leave is available only to employees of Fayetteville State University who are permanent, probationary, or time limited. Temporary employees, interns, and contractors are not eligible for Bereavement Leave.

To be eligible for Bereavement Leave, employees must be either

- (a) full-time or
- (b) part-time with a schedule that is at least half-time.

Part-time employees are not eligible for Bereavement Leave if they work less than half-time.

Immediate Family Member

Someone having a relationship with the employee included on the chart below.

| Spouse | Parent | Child | Sibling | Grand/Great | Dependents |
|--|--|--|--|-----------------------------------|-------------------------------------|
| Husband Wife | Biological Adoptive Step Loco Parentis* In-law | Biological Adoptive Foster Step Legal Ward Loco Parentis* In-law | Biological Adoptive Step Half In-law | Parent Child Step In-law | Living in the employee's household. |
| *A person who is in the position or place of a parent. | | | | | |

Leave Usage

Bereavement Leave may be used for losses that occurred on or after September 27, 2024. Employees may use their allotment of Bereavement Leave beginning November 1, 2024. Employees who wish to use Bereavement Leave retroactively between September 27 and up to December 16 must contact Theresa Graham in the Office of Human Resources, no later than December 16, 2024.

For any further inquiries, please reach out to Theresa Graham in the Office of Human Resources at (910) 672-1823 or via email at tgraham1@uncfsu.edu.