Westfield State University - Bereavement Leave Grid

Updated: 02/07/25

Paid bereavement leave benefits are available following the passing of the relative.
Payroll requires verification of relationship and death via obituary notice or equivalent.
Timesheet code is BRL.

This grid is for benefited employees only

BARGAINING UNIT	EMPLOYEE RELATIONSHIP TO DECEASED	LEAVE ALLOWANCE	RELATED NOTES
AFSCME & NUC	Spouse	Up to 7 days	To be used within 30 calendar days from date of death. (See Note 1 for deferral of 1 day to a later date)
AFSCME & NUC	Child	Up to 7 days	
AFSCME & NUC	Step-child	Up to 7 days	
AFSCME & NUC	Parent	Up to 4 days	Days used must be consecutive working days. (See Note 1 for deferral of 1 day to a later date)
AFSCME & NUC	Step-parent	Up to 4 days	
AFSCME & NUC	Brother or sister	Up to 4 days	
AFSCME & NUC	Step-brother or step-sister	Up to 4 days	
AFSCME & NUC	Grandparent	Up to 4 days	
AFSCME & NUC	Grandchild	Up to 4 days	
AFSCME & NUC	Parent of spouse	Up to 4 days	
AFSCME & NUC	Person permanently residing in the immediate household	Up to 4 days	
AFSCME & NUC	Son-in-law or daughter-in-law	Up to 2 days	Days used must be consecutive working days. (See Note 1 for deferral of 1 day to a later date)
AFSCME & NUC	Spouse's brother or sister	Up to 2 days	
AFSCME & NUC	Spouse's grandparent	Up to 2 days	
AFSCME & NUC	Spouse's grandchild	Up to 2 days	
AFSCME & NUC	Niece or nephew	1 day	To attend the funeral or memorial service. (See Note 1 for deferral of 1 day to a later date)
AFSCME & NUC	Aunt or uncle	1 day	
AFSCME & NUC	First cousin	1 day	
AFSCME & NUC	Spouse's brother-in-law or sister-in-law's siblings	1 day	
AFSCME & NUC	Brother-in-law or sister-in-law's spouse	1 day	
APA	Spouse	Up to 7 days	(See Note 1 for deferral of 1 day to a later date)
APA	Domestic partner	Up to 7 days	
APA	Child	Up to 7 days	
APA	Step-child	Up to 7 days	
APA	Parent	Up to 4 days	(See Note 1 for deferral of 1 day to a later date)
APA	Step-parent	Up to 4 days	
APA	Sibling	Up to 4 days	
APA	Step-sibling	Up to 4 days	
APA	Aunt or uncle	Up to 4 days	
APA	Niece or nephew	Up to 4 days	
APA	Grandparent	Up to 4 days	
APA	Grandchild	Up to 4 days	
APA	Parent of spouse	Up to 4 days	
APA	Person living in the immediate household of the employee or of their domestic partner or spouse	Up to 4 days	

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APA	Son-in-law or daughter-in-law	Up to 2 days	(See Note 1 for deferral of 1 day to a later date)
APA	Spouse/domestic partner's brother or sister	Up to 2 days	
APA	Spouse/domestic partner's grandparent	Up to 2 days	
APA	Spouse/domestic partner's grandchild	Up to 2 days	
APA	University colleague	Time to attend funeral	(See Note 1 for deferral of 1 day to a later date)
MSCA	Husband or wife	Up to 7 days	
MSCA	Domestic partner	Up to 7 days	
MSCA	Child	Up to 7 days	
MSCA	Step-child	Up to 7 days	
MSCA	Domestic partner's child	Up to 4 days	
MSCA	Brother or sister	Up to 4 days	
MSCA	Parent	Up to 4 days	
MSCA	Parent of spouse or domestic partner	Up to 4 days	
MSCA	Grandparent	Up to 4 days	
MSCA	Grandchild	Up to 4 days	
MSCA	Person living in the immediate household	Up to 4 days	
MSCA	Spouse/domestic partner's brother or sister	Up to 2 days	
MSCA	University colleague (current or former)	3 hours	To attend the funeral after filing a notice with the Vice President.
NUP	Spouse	Up to 7 days	(See Note 1 for deferral of 1 day to a later date)
NUP	Domestic partner	Up to 7 days	
NUP	Child	Up to 7 days	
NUP	Step-child	Up to 7 days	
NUP	Foster child	Up to 7 days	
NUP	Parent	Up to 4 days	(See Note 1 for deferral of 1 day to a later date)
NUP	Step-parent	Up to 4 days	
NUP	Sibling	Up to 4 days	
NUP	Step-sibling	Up to 4 days	
NUP	Aunt or uncle	Up to 4 days	
NUP	Grandparent	Up to 4 days	
NUP	Grandchild	Up to 4 days	
NUP	Parent of spouse	Up to 4 days	
NUP	Person living in the immediate household of the employee or of their domestic partner or spouse	Up to 4 days	

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NUP	Child's spouse or domestic partner	Up to 2 days	(See Note 1 for deferral of 1 day to a later date)
NUP	Spouse/domestic partner's sibling	Up to 2 days	
NUP	Spouse/domestic partner's grandparent	Up to 2 days	
NUP	Spouse/domestic partner's grandchild	Up to 2 days	
NUP	University colleague	Up to 1 day off to attend funeral	(See Note 1 for deferral of 1 day to a later date)
NUP	Unusual circumstances	Add'l unpaid lv available	

Note 1 for AFSCME, NUP, NUC, and APA members: In the event that the interment of, or memorial service for, any of the above-named relatives is to occur at a time beyond the bereavement leave granted, the employee may request to defer one of the days to the later date. Such request shall be made at the time of notification of the employee's supervisor or the University's HR department of the death of one of the above named relatives, and may be granted at the discretion of the President or designee.