

Use this form when the employee is not on Absence Management, when reporting retroactivity, or there is any unpaid time. For questions, contact the Payroll and Benefits Office at 707-664-2793. Email signed form to [payroll@sonoma.edu](mailto:payroll@sonoma.edu).

Employee's Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Relationship of Deceased Family Member: \_\_\_\_\_

**Funeral Leave for Unit E99 (Police officer Cadet only)**

Dates \_\_\_\_\_  Two days Funeral Leave. Up to three additional days of unpaid bereavement leave (maximum of five days)

**Funeral Leave for all other E99 Employee Groups**

Dates \_\_\_\_\_  Up to five days of unpaid bereavement leave

**Funeral Leave for Bargaining Unit 11 (Academic Student Employees only)**

Dates \_\_\_\_\_  Two days Funeral Leave (less than 500 miles round trip). Up to three additional days of unpaid bereavement leave (maximum of five days total)

Dates \_\_\_\_\_  Three days Funeral Leave (more than 500 miles round trip). Up to two additional days of unpaid bereavement leave (maximum of five days total)

**Funeral Leave for Bargaining Units 1, 2, 3, 4, 5, 6<sup>1</sup>, 7, 8, 9, C99's, MPP's, M98**

Dates \_\_\_\_\_  Five days Funeral Leave

**Bereavement Leave<sup>2</sup> for all Bargaining Units**

Dates \_\_\_\_\_  Employee Using Sick Leave Credits

Funeral Leave is granted for each death of a significantly close relative, or an immediate family member. The term "significantly close relative" shall mean a spouse, domestic partner, the employee's or his/her spouse's mother, father, grandmother, grandfather, grandchild, son, son-in-law, daughter, daughter-in-law, brother, sister, or relative living in the immediate household of the employee. All employees covered under a Collective Bargaining Agreement (CBA) may also use funeral leave for the death of an aunt or uncle of the employee, spouse or domestic partner.

<sup>1</sup> Restrictions apply to hourly employees.

<sup>2</sup> The President may authorize up to forty (40) hours of accrued sick leave for bereavement. When one or more deaths occur in a calendar year, up to forty (40) hours of accrued sick leave credits may be authorized for each death. The death of a person in the immediate family as used in this Article shall mean close relative or other person residing in the immediate household of the employee, except domestic employees, roomers or roommates.

*If the provisions of the Memorandum of Understanding (MOU) for the bargaining unit in which the employee is placed differ from those stated or implied above, the provisions of the MOU shall supersede the above.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Payroll Use Only

Approved by Payroll & Benefits \_\_\_\_\_ Date \_\_\_\_\_