

## Procedure 5.4501

### Bereavement Imminent Death Procedure

#### A. Employee Family Members

A full-time or permanent part-time employee, upon giving notice, shall be permitted up to three work days of leave (24 hours maximum), with full pay, in the event of a death or imminent death of a member of the employee's household and/or immediate family. The leave must be utilized within the first seven work days of the event. Bereavement/imminent death leave may be used in ½ day increments. Up to five additional days of sick leave per occurrence may be used, if available, for travel time and/or for attendance at a funeral or memorial activity, if needed.

A full-time or permanent part-time employee's household and/or immediate family members shall be defined via the **Immediate Family Member Procedure**.

#### B. Death of an Employee

Upon the death of an active employee of the College, current member of the Board of Trustees or current member of the Foundation Board of Directors the following procedure will be followed. The North Carolina Community College System flag in front of Building 1 will be flown at half-staff for one week following the death.

The employee's supervisor and vice president (or the president or designee in the event of a member of the Board of Trustees or Foundation Board of Directors) will coordinate a memorial service to be held on campus within several months following the death. A tree will be planted or other landscape enhancement placed in memory of the deceased with a marker indicating the memorial. The president will designate three employees to determine the type of memorial and location.

Individual departments or employee groups may elect to send flowers to the service or make a donation to the College Foundation, but College funds cannot be used for these purposes.

The employee's vice president or a designee (or the president or designee in the event of a member of the Board of Trustees or Foundation Board of Directors) will communicate with the family of the deceased regarding funeral arrangements or special requests.

If the visitation or funeral is held during regular business hours, College employees will not be charged leave time to attend.

### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

Procedure

**Cross References:** [Bereavement/Imminent Death Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 3/21/2016

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

