



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Leaves - Funeral Leave</b>	
Department: <b>Staff Human Resources</b>	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>November 1993</b>
References: <b>Employee Collective Bargaining Agreements</b>	Revision Date: <b>June 2007</b>
Web Links: <b>Collective Bargaining Agreements CSU Leave Programs</b>	Expiration Date: <b>NA</b>

Upon request to the President, an employee shall be granted leave with pay for each death of a significantly close relative/person or immediate family member. Funeral leave may be supplemented in accordance with bereavement leave provisions of the collective bargaining agreements.

The term "significantly close relative/person" shall mean a spouse, or employee's or 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 except domestic employees and roomers.

The term "immediate family" for Units 1,4,6, 8, and Confidential and Management Personnel Plan employees shall mean close relative, domestic partner, or other person residing in the immediate household of the employee, except domestic employees, roomers, or roommates.

The term "immediate family" for Units 2,5,7 & 9 shall mean employee's spouse or domestic partner, employee's, spouse's or domestic partner's father, mother, sister, brother, grandparent, great-grandparent, child ( including foster, adopted and step child), grandchild, the employee's son-in-law, daughter-in-law and a relative of the employee, spouse or domestic partner who is living in the immediate household of the employee.

The term "immediate family" for Unit 11 shall mean employee's spouse, domestic partner, and the employee's or his/her spouse's parent, grandparent, grandchild, son, son-in-law, daughter, daughter-in-law, brother, sister or relative living in the immediate household of the employee.

The term "immediate family" for Unit 3 shall mean the employee's spouse or domestic partner, parent, grandparent, grandchild, son, son-in-law, daughter, daughter-in-law, brother, sister, uncle, aunt, stepchild or stepparent of the employee, spouse or domestic partner, and close relative or persons residing in the immediate household of the employee (except domestic employees or roomers). Also included in this definition shall be any minor children or incapacitated individuals for whom the employee has primary responsibility or legal guardianship or conservatorship.

The chart below is a reference that can be used to determine the amount of paid funeral leave an employee is entitled to under this program.

Employee Category	Number Of Eligible Paid Days	Guidelines for the Paid Funeral Leave
Unit 1 (Physicians)	5 Days	Death must be of a significantly close relative, spouse or domestic partner as defined in the Unit 1 contract.
Units 2, 5, 7, 9 (CSEA)	5 Days	Death may be for "significantly close relative" or "immediate family member"
Unit 3 (Faculty)	5 Days	Death must be in "immediate family."



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Unit 4 (Academic Support)	5 days	Death must be of a "significantly close relative." leave of absence with pay may be granted.
Unit 6 (Skilled Trades)	5 Days	Death must be of a "significantly close relative" or "immediate family member"
Unit 8 (Public Safety)	2 or 3 Days	Death must be of a "significantly close person." If death requires the employee to travel over 500 miles from his/her home 3 days leave of absence with pay shall be granted.
Unit 11 (Academic Student Employees)	2 or 3 Days	Death must be in "immediate family." If the death requires that the employee travel over five hundred (500) miles from his/her home, employee shall be granted three (3) consecutive days leave of absence with pay.
Management Personnel Plan (MPP) (M80)	5 Days	Death may be for "significantly close relative" or "immediate family member."
Excluded (E99)	None	Not available to employees within this employee category.
Confidential (C99)	5 Days	Death may be for "significantly close relative" or "immediate family member."

**FORMS:** NA