BEREAVEMENT LEAVE POLICY – NEW YORK & DISTRICT OF COLUMBIA

Coverage

Subject to the terms and conditions set forth herein, this Policy on bereavement leave applies to employees of New York University (“NYU” or “University”) in New York and/or the District of Columbia.

➤ This Policy does not apply to employees covered by a collective bargaining agreement (“CBA”) with provisions on bereavement leave. Such employees should refer to the applicable CBA.

➤ This Policy does not apply to student employees.

Leave Entitlement

An employee may take up to three consecutive working days of paid bereavement leave for the death of his or her: child (biological, adopted, foster child, step child, legal ward, child of an employee standing in place of a parent); grandchild; spouse; registered domestic partner; parent (including step-parent or guardian); grandparent; child or parent of an employee’s spouse or domestic partner; or sibling (including a half, adopted or step sibling).

An employee must commence such leave within two weeks from the date of death.

An employee also may take one work day of paid bereavement leave to attend the funeral of a relative other than those listed above.

Notice

An employee should provide notice to his or her supervisor of the need for bereavement leave as soon as practicable under the circumstances. Unless otherwise indicated by an employee’s supervisor, an employee can confirm that he or she used bereavement leave by logging into myTime and selecting the reason for such use.

Verification

The employee’s supervisor may require the employee to provide proof of death.

Continuation of Benefits

An employee who takes leave afforded under this policy shall not lose any employment benefit or seniority accrued before or during the date of such leave.

Anti-Retaliation
The University shall not in any way retaliate against an employee for requesting or obtaining leave under this Policy.