

New York University

UNIVERSITY POLICIES

Title: Bereavement Leave Policy –California
Effective Date: January 26, 2023
Supersedes: May 14, 2021
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses bereavement leave for covered employees of New York University in California (“NYU-CA” or “University”).

To Whom the Policy Applies

This Policy applies to all NYU-CA employees.

Policy and Procedures

Leave Entitlement

A covered employee may take up to three working days of paid bereavement leave for the death of their: 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). A covered employee may also take up to two additional working days of unpaid bereavement leave for the death of a relative listed above. A covered employee may elect to use accrued paid time off for the additional two working days of unpaid bereavement leave.

A covered employee must commence such leave within 3 months from the date of death.

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

Notice

A covered employee should provide notice to their supervisor of the need for bereavement leave as soon as practicable under the circumstances. Unless otherwise indicated by an employee’s supervisor, a covered employee can confirm that they used bereavement leave by logging into PeopleSync Time and Absence and selecting the reason for such use.

Verification

A covered employee's supervisor may require the employee to provide proof of death.

Confidentiality

The University will maintain confidentiality regarding the requested leave in accordance with California law.

Continuation of Benefits

A covered 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.