

New York University

UNIVERSITY POLICIES

Title: Bereavement Leave Policy – New York and District of Columbia
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 New York and the District of Columbia (collectively, “NYU” or “University”).

To Whom the Policy Applies

This Policy applies to all University employees, except: (i) student employees; and (ii) with regard to NYU-NY, employees covered by a collective bargaining agreement (“CBA”) with provisions on bereavement leave, in which case the CBA shall apply.

Policy and Procedures

Leave Entitlement

A covered employee may take up to three consecutive 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 must commence such leave within two weeks 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.

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.