

5.01.01.09 Bereavement Leave



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Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

It is the policy of the Tennessee Board of Regents to provide all regular, full-time and part-time employees time off without loss of pay due to the death of an immediate family member as defined below, consistent with T.C.A. § 8-50-113.

Definitions

- Immediate family shall be deemed to include spouse, child, step-child, parent, step-parent, foster parent, parent-in-law, sibling, grandparent, and grandchild, and another member of the family who resides within the employee's home.

Policy/Guideline

I. Bereavement Leave

- A. An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member shall receive payment for reasonable and customary days absent as listed below:
1. Three (3) days paid leave in the event of the death of an employee's sibling, grandparent, grandchild, foster parent, or parent-in-law;
 2. Five (5) days paid leave in the event of the employee's parent or step-parent; and

3. Ten (10) days paid leave in the event of the death of the employee's spouse, child, or stepchild.
- B. The TBR Sick Leave Policy references the use of sick leave in the event of death of other family members not covered under the definition of immediate family.
 - C. In addition to the bereavement leave set out above, sick leave not to exceed two (2) days may be granted at the discretion of the College in the instance of death of an immediate family member.
 - D. The College may permit the employee to take leave on non-consecutive days.
 - E. Regular part-time employees, including academic personnel scheduled to carry less than a full teaching load or its equivalent, regardless of probationary status, shall be eligible to receive bereavement leave on a prorated basis equal to the percentage of their employment.

Sources

Authority

T.C.A. § 49-8-203; T.C.A. § 8-50-113

History

TBR Meetings: September 16, 1988; June 30, 1989; September 25, 1995; March 7, 1997; December 7, 2007 (Approved by Finance and Administration, January 23, 2008); Revised September 20, 2013; ministerial revisions August 6, 2025.

Related Policies

[5.01.01.07 Sick Leave](#)