

Employees are granted up to four days of administrative leave to cover absences due to the death of a family member. Family member is defined as the spouse, domestic partner*, grandparents, parents, step parents, brothers, sisters, children, and grandchildren of both the employee and the spouse. The employee is required to submit appropriate documentation (obituary, funeral notice, etc.) as certification.

After using four days of administrative leave, the employee may request and be approved, at the discretion of the supervisor, for the use of a reasonable amount of accrued sick leave to cover additional absences due to the death of the family member.

*As defined in USF's Domestic Partner Health Insurance Stipend Program: an individual who shares a committed, mutually-dependent relationship with a USF System employee.