



## Bereavement Leave Request Form

Leave with pay is available to all eligible staff members because of death in the immediate family. Immediate family is limited to: spouse, child, stepchild, parent, stepparent, sibling, mother and father-in-law, brother and sister-in-law, grandparent, grandchild, or step-grandchild. Bereavement leave will be limited to three days if the funeral is within Washington State and up to five days if outside of Washington State.

The staff member will receive regular pay for the days listed according to Northwest University's Bereavement policy as stated above. Any additional time taken beyond these days, the staff member will use available accrued personal leave. Days taken beyond accrued personal leave will be unpaid.

*Supervisors are responsible for completing this form and forwarding it to Human Resources.*

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Start Date of Leave: \_\_\_\_\_ End Date of Leave: \_\_\_\_\_

In-state funeral

Out-of-state funeral

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Representative \_\_\_\_\_ Date \_\_\_\_\_