

Pursuant to 9/7/2022 Board of Curators approval of the staff leave plan design, "Non-material changes to related CRRs appropriate for implementation of this recommended action may be made with the approval of the Vice President of Human Resources or designee, subject to review and approval by the Office of General Counsel that the changes do not alter the substantive legal or policy effect of the rules and regulations."

## Collected Rules and Regulations

### Personnel

#### Chapter 340: Employee Absences

##### 340.160 Death in Family

Bd. Min. 11-19-71; Amended Bd. Min. 9-20-74; Bd. Min. 9-7-79 and Bd. Min. 11-13-81; Amended Bd. Min. 7-19-02; Amended 9-14-12; Amended Bd. Min. 9-13-13.; [Amended 1-1-24](#);

- A. **Leave Without Loss of Pay or [Paid Time Off](#)** -- In the event of death of a staff member's immediate family or Sponsored Adult Dependent, an employee will be granted a maximum of three days leave during the period starting on the date of death and ending on the tenth calendar day after the funeral or memorial service. No deduction from the employee's salary or [available paid time off](#) will be made for these days of leave. If more than three days are needed or if leave is needed outside of the defined period, the employee may use, with supervisory approval, [available paid time off](#) or leave without pay for this purpose.

**Deleted:** Vacation

**Deleted:** accrued vacation

**Deleted:** accrued vacation leave, personal days,