

# POLICIES OF COLORADO STATE UNIVERSITY IMPACT STATEMENT



<b>Policy Title:</b> Bereavement Leave	<b>Category:</b> 3. Human Resources  <b>Policy ID:</b> TBD
<input checked="" type="checkbox"/> <b>New Policy</b> <input type="checkbox"/> <b>Revision of Existing Policy</b>	<b>Date Submitted:</b> <a href="#">Click here to enter text.</a>
<b>Policy Proponent/Owner:</b>  Vice President for Human Resources	<b>Contact(s):</b>  Up to two contacts

## POLICY DESCRIPTION AND BASIS

The purpose of bereavement leave is for employees who lose a loved one through death or miscarriage to have time to process their emotions and manage funerals and finances. This policy will formalize the existing bereavement leave policy, while providing clear guidance for supervisors and employees on its application.

## REQUIRED RESOURCES

There are no additional resources needed for the implementation of this policy.

## ANTICIPATED IMPACTS

By formalizing our current bereavement leave processes into a policy, we will be providing clear guidance for our university constituents.

## POLICY DEVELOPMENT

Policy development will be supported by representatives from the Division of Human Relations, the University Benefits Committee, General Counsel's office, and the University Policy Office.

## STAKEHOLDER INPUT

Stakeholder input will be solicited from university employee councils, college/division Business Officers, Deans, Department Heads and Directors, and University Human Resource liaisons.

### **ADMINISTRATIVE/MANAGEMENT/ASSESSMENT**

The policy will be administered on an ongoing basis by the Division of Human Resources.

### **PROCEDURES, GUIDELINES AND FORMS**

Any necessary procedures, guidelines and forms will be developed as a part of the policy drafting process.

### **INTERNAL CONTROLS**

Internal controls will be considered as a part of the policy drafting process.

### **RELATED POLICIES AND REGULATIONS**

Related policies and regulations will be identified during the policy drafting process.

REVIEW AND APPROVAL BY THE PRESIDENT'S CABINET:

☒ APPROVED TO PROCEED TO POLICY DEVELOPMENT


☐ NOT APPROVED

☐ MORE INFORMATION NEEDED:

---

---

---

By:   
Brendan J. Hanlon  
Vice President for University Operations

Date: May 23, 2023