

**NUMBER:** D-7

**TITLE:** BEREAVEMENT PAY

**POLICY:** It is the policy of Southern Nazarene University to provide time off with pay to regular full time employees for the purpose of bereavement and/or attending the funeral of members of the immediate family. This leave is limited to five days per calendar year.

**PROCEDURE:** For the purposes of this policy, the immediate family shall include the employee's spouse, children, mother, father, grandmother, grandfather, brother, sister, spouse's mother, spouse's father, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.