

POLICY

EMPLOYMENT

Employee Handbook – Section 304 Sympathy Leave

RESPONSIBLE OFFICE

Human Resources

304 Sympathy Leave

Sympathy Leave is an authorized paid absence from work granted when a death occurs in an employee's family.

304.1 Eligibility

All regular, full-time employees and regular, part-time employees scheduled to work at least 50% of the regularly scheduled workweek are eligible upon hire for Sympathy Leave.

304.2 Accrual/Length of Leave

Eligible employees may be granted up to three (3) days of Sympathy Leave each calendar year for the death of a family member, unless otherwise required by applicable law.

304.3 Usage

Paid Sympathy Leave may only be taken in hourly, half-day, or full-day increments on regularly scheduled, consecutive workdays following the family member's death, unless otherwise required by applicable law.

For purposes of Sympathy Leave, family members include the employee's spouse, parents, parents-in-law, children-in-law, grandparents, grandchildren, siblings, children, members of the same household or any other relation required by applicable law.

If an employee requires more than the three-day Sympathy Leave period, or in the event of an absence from work due to the death of a person who is not a family member, an employee may request additional time off from their supervisor. The additional time off must be charged to applicable accrued paid time, unless otherwise required by applicable law.

304.4 Compensation and Benefits

Sympathy Leave is paid at the employee's base rate of pay at the time of absence for the number of hours the employee otherwise would have worked that day. Sympathy Leave is not counted as hours worked for purposes of calculating overtime. Employees maintain their regular pay and benefits while absent from work on an approved Sympathy Leave.

304.5 Requests and Approvals

Employees should request Sympathy Leave from their immediate supervisor via a Time Off Request in Employee Self Service, by informing them of the death and the number of days requested.

In administering this policy, the University may require verification of death and relation to the deceased, to the extent permitted by applicable law.

304.6 Other Provisions

Sympathy Leave provided pursuant to this policy will run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by

applicable law.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook and Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [Manager Resources](#) - HR Website
 - [Leaves of Absence](#)

History

This Policy was revised and changed from **205 Sympathy Leave** to **304 Sympathy Leave** on July 1, 2026.

THIS POLICY IS PART OF THE [EMPLOYEE HANDBOOK AND POLICIES MANUAL](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.



Categories: Employee Handbook and Policies Manual, Employment, Non-Represented Staff
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