

Bereavement Leave

I. Purpose

It is the policy of Dyersburg State Community College (DSCC) to provide all regular, full-time and part-time employees time off without loss of pay due to the death of an immediate family member as defined below, consistent with T.C.A. 8-50-113.

II. Scope

This policy applies to all regularly employed DSCC employees. It does not apply to student workers, adjunct faculty, and temporary workers.

III. Policy

Immediate family shall be deemed to include:

- Spouse
- Child or step-child
- parent, step-parent, foster parent or parent-in-law
- sibling(s)
- grandparents and grandchildren
- other members of the family who reside within the employee's home

An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member shall receive payment for reasonable and customary days absent as listed below:

1. Three (3) days paid leave in the event of the death of an employee's sibling, grandparent, grandchild, foster parent, or parent-in-law;
2. Five (5) days paid leave in the event of the employee's parent or step-parent; and
3. Ten (10) days paid leave in the event of the death of the employee's spouse, child, or stepchild.

The DSCC (and TBR) Sick Leave Policy references the use of sick leave in the event of death of other family members not covered under the definition of immediate family above.

In addition to the bereavement leave set out above, sick leave not to exceed two (2) days may be granted at the discretion of the appropriate approving authority in the instance of death of one of the immediate family members listed above.

At the discretion of the approving authority, the days off provided under this policy do not have to be consecutive.

Regular part-time employees, including academic personnel scheduled to carry less than a full teaching load or its equivalent, regardless of probationary status, shall be eligible to receive

bereavement leave on a prorated basis equal to prorated basis equal to the percentage of their full-time employment.

IV. Compliance

All Dyersburg State Community College employees are expected to adhere to this policy.

V. Definitions

Immediate family shall be deemed to include:

- Spouse
- Child or step-child
- parent, step-parent, foster parent or parent-in-law
- sibling(s)
- grandparents and grandchildren
- other members of the family who reside within the employee's home

VI. Revision History

Policy created November 2004. Policy updated July 2012; approved by Administrative Council on July 27, 2012. Policy updated April 2023; approved by Administrative Council on April 27, 2023. Policy reviewed and approved with no changes by Administrative Council on March 27, 2025. Policy reviewed and updated by Administrative Council on August 19, 2025 (electronic vote).