Guideline 633 - Sick Leave for Death in Employee’s Immediate Family (Non-Exempt Staff)

Per the UMBC Memorandum of Understanding, (Article 12, Section 2. E. 4),

For the death of a close relative, the Department Head or designee (normally the immediate supervisor) may grant the use of up to five (5) days of accrued leave. If the death of a close relative requires an employee to travel requiring staying away from home overnight, upon request the Department Head of designee (normally the immediate supervisor) may grant the use of up to a maximum of seven (7) days of accrued leave for this purpose.

Leave request procedure

Staff must complete the UMBC special Death in Family sick leave form (Appendix A - See Library Administration), and submit it to their supervisor as soon as practicable.

Staff do not need to provide any further documentation, unless requested by the immediate supervisor.

References: UMBC Memorandum of Understanding, effective 6/22/05-6/21/08
BOR policy VII - 7.45

guideline revised 3/19/98, revised 09/19/05