



# Bereavement Leave Guide

*The University of Pittsburgh provides bereavement leave to support employees during the loss of a loved one. Eligibility and paid leave duration vary by employee classification. The information below outlines bereavement leave provisions for each employee group.*

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## Regular Full-Time Staff

**Paid Leave: 5 working days** in the event of a miscarriage, stillborn birth, or the death of an immediate family member.

Covered relationships:

- Spouse / Registered domestic partner
- Child, stepchild, son-in-law, daughter-in-law
- Parent, stepparent
- Brother, sister
- Grandparent, grandchild
- Mother-in-law, father-in-law
- Parent of registered domestic partner

**Timing:** Bereavement leave for funeral services must be taken within 7 calendar days of the death. Any remaining leave to settle family matters may be taken at a later time.

**Extended family:** 1 day of paid leave to attend the funeral of an aunt, uncle, niece, nephew, cousin, brother-in-law, sister-in-law, or sibling of a registered domestic partner.

## Regular Part-Time Staff

**Paid Leave: Prorated** to the staff member's percent of effort worked (same relationships and event triggers as full-time staff).

**Timing:** All bereavement leave days must be taken within 7 calendar days of the death.

*Covered relationships, extended family provisions, and leave timing rules mirror those of Regular Full-Time Staff.*

## Non-Bargaining Unit Faculty (Non-Union)

Non-Bargaining Unit Full-Time Faculty should work directly with their school to rearrange schedules and determine appropriate bereavement time off.

## Bargaining Unit Faculty (Union CBA ART.29.2.3)

**Paid Leave: 3 working days** (per CBA Article 29.2.3) for miscarriage, stillborn birth, or the death of a covered family member.

**Covered relationships:** Spouse, registered domestic partner, child, stepchild, son-in-law, daughter-in-law, parent, stepparent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, parent of registered domestic partner.

**Timing:** Funeral-related leave within 7 calendar days; remaining leave for family matters may be taken later.

**Extended family:** 1 day of paid leave to attend the funeral of an aunt, uncle, niece, nephew, cousin, brother-in-law, sister-in-law, or sibling of a registered domestic partner.

**International travel:** Up to 3 additional unpaid days may be requested if travel outside the U.S. is required (must be taken consecutively with paid leave; subject to department approval).

## **Falk School Full-Time Faculty**

**Paid Leave: 3 working days** (per CBA Article 29.6.3) for miscarriage, stillborn birth, or the death of a covered family member.

**Covered relationships:** Spouse, registered domestic partner, child, stepchild, son-in-law, daughter-in-law, parent, stepparent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, parent of registered domestic partner.

**Timing:** Funeral-related leave within 7 calendar days of death. Remaining leave to settle family matters may be taken at a later time.

**Extended family:** 1 day of paid leave to attend the funeral of an aunt, uncle, niece, nephew, cousin, brother-in-law, sister-in-law, or sibling of a registered domestic partner.

**International travel:** Up to 3 additional unpaid days may be requested if travel outside the U.S. is required (consecutive with paid leave; subject to department approval).

## **Questions? Contact HR Benefits**

Website: [Office of Human Resources Benefits, Leave Types](#)

Submit a Benefits Inquiry: [Contact OHR](#)

Phone: 833-852-2210