

BEREAVEMENT (FUNERAL LEAVE)

In the case of a death in the immediate family, Langston University employees may be granted funeral leave with pay for a period not to exceed three (3) working days. In some cases three (3) days may not be sufficient. Additional time may be recommended to the Office of the President by the appropriate Vice President via a University "Request for Leave" form. For the purpose of this policy, the immediate family is defined as a father, mother, sister, brother, son daughter, husband, wife, grandfather, grandmother, grandchild, aunt, uncle or corresponding in-law relations.