Bereavement Policy

Kalamazoo College recognizes that bereavement is a difficult life event, requiring time to grieve and fulfill personal obligations.

It is Kalamazoo College’s policy to provide benefits-eligible employees with paid bereavement leave following the death of an immediate family member. An employee is allowed three working days per occurrence. For the purposes of this policy, the term “immediate family” is defined as spouse, domestic partner, parent, step parent, child, step child, brother, sister, grandparent, aunt, uncle, niece, nephew and these relationships “in-law.” An employee should notify his or her manager of the need to take bereavement leave as soon as possible.

Kalamazoo College recognizes employees may have personal situations where variations to this policy are appropriate, such as other significant relationships or the necessity for distant travel. The employee will discuss requests for variations with the manager. Managers will consult with Human Resources to determine, on a case-by-case basis, if a variation may be made.

Approved by President’s Staff
Policy effective June 15, 2016