
UNIVERSITY STAFF ADVISORY COUNCIL

AND

MEDICAL CENTER STAFF ADVISORY COUNCIL

**CHANGE TO BEREAVEMENT POLICY
JOINT RECOMMENDATION**

RECOMMENDATION

The University Staff Advisory Council and Medical Center Staff Advisory Council jointly recommend that Vanderbilt University change the current number of paid bereavement days from three days to five days per faculty and staff member who experience a death in the family. (The definition of family is defined in Policy HR-020 as “spouse, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, grandparent or grandchild. This policy would also include domestic partner, stepparent, step-sibling or stepchild.”)

BACKGROUND

Bereavement leave is stated as part of Policy HR-020: Administrative Leave. The current published policy has not been updated since January 1, 2000 and the Staff Councils deem it is time for a policy review.

The dynamic of families has changed over the years. Certainly, the family dynamic of Vanderbilt faculty and staff has changed dramatically, as we have become more diverse in our hiring practices and recruitment of world renowned scholars and health care practitioners. Families often are separated by great distances.

A review of competing colleges and universities found these 12 offer five bereavement days:

- Auburn*
- Belmont**
- Duke
- Dartmouth
- Emory
- Ohio State
- Penn State
- Purdue
- Seattle University
- Stanford
- University of California
- University of Kentucky
- University of Tennessee

** Auburn's bereavement leave: up to three days for death of family member, with one additional day for travel when the funeral is greater than 100 miles from work site, or two additional days when funeral is greater than 200 miles from work site. Auburn's definition of immediate family is: spouse, son, daughter, parents, stepchild, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, and grandparent-in-law.*

*** Belmont's bereavement leave: paid leave up to five days for the funeral of spouse, child or parent; up to three days for grandparent, grandchild, brother or sister (includes "great" and "in-law" in these relationships)*

One might presume that these competitors offer other time-off benefits that are less-rich because of the five-bereavement-day policy, however, a review of their time off finds otherwise:

	Vacation		Holidays	Floating
	Years of Service	Days/Yr	Days/Yr	Days/Yr
Auburn	0-2	12.22	8	N/A
	3-4	14.04		
	5-6	16.12		
	7-8	18.20		
	9-10	20.02		

Belmont	1	10	15	2
	2	11		
	3	12		
	4	13		
	5	14		
	6	15		
	7	16		
	8	17		
	9	18		
	10	19		
	11+	20		

Duke	Exempt accrual:		10	3
	1	15		
	Level 16 and up, after 1 yr	20		
	Level 14-15, after 3 yrs	20		
	Level 11-13, after 6 yrs	20		
	Level <10, after 8 yrs	20		
	Non-exempt accrual:			
	< 4 year	10		
	4-9	15		
	9+	20		

Dartmouth	Exempt accrual:		8 plus the days between Christmas and New Year's Day	Non-exempt: 11
	during first yr	1.83 days/mo		
	1+ years	22		
	Non-exempt accrual:			
	< 1 year	1 day/mo		
	1-3	10		
	3-15	15		
15+	20			

	Vacation		Holidays	Floating
	Years of Service	Days/Yr	Days/Yr	Days/Yr
Emory	Exempt accrual:		8	2
	<5 years	12		
	5-10	18		
	10-20	21		
	20+	24		
	Non-exempt accrual:			
	<5 years	12		
	5-10	18		
	10-20	20		
20+	24			

Ohio State	Unclassified A&P accrual:		10	N/A
	<3 years	12		
	3-10	15		
	10-24	22		
	24+	25		
	Civil Service accrual:			
	<7 years	10		
	7-14	15		
	14-24	20		
	24+	25		

Penn State	The number of paid vacation days depends on the classification of your position and the accumulated length of your employment at Penn State. Most staff employees can earn between 18 and 24 vacation days each year.	12	included
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Purdue	1	10	10	1
	2	11		
	3	12		
	4	13		
	5	14		
	6	15		
	7	16		
	8	17		
	9	18		
	10	19		
	11+	20		
Vacation		Holidays	Floating	

	Years of Service	Days/Yr	Days/Yr	Days/Yr
Seattle University	Exempt & non-exempt:		11 plus the days between Christmas and New Year's Day (union employees get 12 plus the days between Christmas and New Year's Day)	1
	<5	10		
	6-10	15		
	11 +	20		
	Administrators:			
	<4	15		
	5-10	20		
	11	21		
	12	22		
	13	23		
	14	24		
	15+	25		

Stanford	Non-exempt:		10	1
	1	10		
	2-4	15		
	5-9	17		
	10-14	22		
	15+	24		
	Exempt:			
	1	15		
	2-9	20		
	10+	24		

University of California	Exempt & non-exempt:		13	—
	< 10	15		
	10-15	18		
	15-20	21		
	20+	24		
	Senior Manager, Pros:			
	<5	18		
	5-10	21		
	10+	24		

	Vacation		Holidays	Floating
	Years of Service	Days/Yr	Days/Yr	Days/Yr
University of Kentucky	Clerical, service, etc.:		8	N/A
	< 3	10		
	4-9	15		
	10+	20		
	Administration, Professional:			
	<5	15		
	5+	20		

University of Tennessee	Exempt		13	N/A
	all years	24		
	Bi-weekly and monthly			
	<5	12		
	6-10	18		
	11-20	21		
	20+	24		

Another consideration for Vanderbilt administration is that increasing the bereavement days would impact the university's budget much less severely than adding other benefits or days off, as only the faculty and staff who experience a death in the family would take advantage of this paid leave.