

VII-7.27 – USM POLICY ON PARENTAL BEREAVEMENT LEAVE

(Approved by the Board of Regents on June 13, 2025)

I. PURPOSE AND APPLICABILITY

This policy establishes Parental Bereavement Leave (PBL) for employees in the University System of Maryland (USM), including temporary employees, pursuant to the Annotated Code of Maryland, State Personnel and Pensions Article, §9-1109. As an Independent Personnel System, the USM is required by law to provide this leave.

II. GENERAL

- A. PBL is a standalone type of paid leave provided to USM employees, under the following circumstances:
 - 1. Within 60 days following the death of the employee's child, the employee may use up to ten (10) days of paid PBL, only after notifying their institution's Human Resources department of their intention to use PBL.
 - 2. Within 60 days following the employee experiencing a stillbirth, or the death of their infant, the employee may use up to sixty (60) days of paid PBL, only after notifying their institution's Human Resources department of their intention to use PBL.
- B. An employee is required to provide documentation to support their need for PBL within 15 days of notifying Human Resources, or as soon as practicable.
- C. An employee who uses PBL shall not be required to use any other type of paid leave that may be available to them.

III. DEFINITIONS

- A. "Child" means an adopted, biological, or foster child, a stepchild, or a legal ward who is at least six (6) months old and under the age of 27 years.
- B. "Infant" means an adopted, biological, or foster child, a stepchild, or a legal ward who is under the age of six (6) months.

IMPLEMENTATION PROCEDURES:

Each President shall identify their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.