



USMO Procedure on Bereavement Leave and Parental Bereavement Leave

Last Revised 2/25/2025

Bereavement Leave is provided to all Regular-Status and Contingent II staff employees via the use of accrued sick leave. Sick leave may be used in the following circumstances:

Death of an Immediate Family Member:

- Up to 3 days if no overnight travel is required
- Up to 5 days if overnight travel is required

Note: An immediate family member is defined as the spouse, mother, father, mother-in-law, father-in-law, grandmother, grandfather or grandchild (or great-grandmother, great-grandfather or great-grandchild) of the employee or spouse, son, stepson, son-in-law, daughter, stepdaughter, daughter-in-law, foster child still living with the employee, brother or sister of the employee, brother-in-law, sister-in-law or any other relative permanently living in the immediate household of the employee.

Death of a Non-Immediate Family Member:

- 1 day

Note: A non-immediate family member is defined as an employee's or their spouse's aunt, uncle, niece or nephew.

Procedure:

- 1) With as much notice as practicable, the employee must inform their immediate supervisor of their request to use Bereavement Leave via their supervisor's preferred method of communication. This request should include the day(s) they will be using Bereavement Leave according to the rules above, as well as any additional days requested via the use of accrued Annual or Personal Leave.
- 2) The employee's supervisor may use discretion to request proof of eligibility to use Bereavement Leave (e.g., copy of an obituary, death notice, or death certificate). The supervisor shall document, in writing, approval or denial of the request according to the rules above.
- 3) If approved, the employee must then submit a Time Off request in Workday. This request may occur after leave is taken, if necessary.
 - a. In Workday, initiate the "Request Absence" process and select the "Sick Time Off" type.
 - b. Next, adjust the hours per day as necessary.
 - c. Finally, under "Details for Sick Time Off," select the appropriate "Reason" from the following:

- Bereavement – Immediate Family Member No Travel – (excludes UMCP non-bargaining employees)
 - Bereavement – Immediate Family Member Travel Required – (excludes UMCP non-bargaining employees)
 - Bereavement – Not Immediate Family Member – (excludes UMCP non-bargaining employees).
- d. You may then add any comments in the comments section, as desired. Click “Submit” when you are finished.
- 4) The employee’s supervisor will approve the request in Workday according to the rules above.
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Parental Bereavement Leave is an additional category of paid leave available to USM employees through state law. Parental Bereavement Leave is available as follows:

Death of an Employee’s Child Who is Aged 6 Months Through 26 Years:

- Up to 10 days within 60 days after the child’s passing

Death of An Employee’s Child Under 6 Months of Age or Stillbirth:

- Up to 60 days within 60 days after a still birth or infant’s passing

Note: A child is defined as an employee’s adopted child, biological child, foster child, stepchild, or legal ward.

Procedure:

- 1) With as much notice as practicable, the employee must inform their immediate supervisor of their request to use Parental Bereavement Leave via their supervisor’s preferred method of communication. This request should include the day(s) they will be using Parental Bereavement Leave according to the rules above, as well as any additional days requested via the use of accrued Annual or Personal Leave.
- 2) The supervisor shall document, in writing, approval or denial of the request according to the rules above.
- 3) If approved, the employee must then submit a Time Off request in Workday. This request may occur after leave is taken, if necessary.
 - a. In Workday, initiate the “Request Absence” process and select the “Parental Bereavement” time off type.
 - b. Next, adjust the hours per day as necessary.
 - c. Finally, under “Details for Bereavement,” complete the “Reason” by selecting the appropriate option:
 - i. “Death of an Infant Under the Age of 6 Months”
 - ii. “Death of Child (at least 6 months old and under the age of 27)”
 - iii. Stillbirth

You can add any comments as desired, then click "Submit."

- 4) The employee's supervisor will approve the request in Workday according to the rules above.

SPECIAL NOTE: In some instances, grief may rise to the level of the employee's own sickness/illness, in which sick leave and/or Family Medical Leave may be applicable. Employees can contact USMO HR at usmohr@usmd.edu to discuss additional leave options. Support is also available via our Employee Assistance Program, [GuidanceResources](#).