

### **FACULTY AND AP = Emergency Leave**

Emergency leave is intended to apply only in the case of death in the family or of a household member or comparable emergency.

**Family member is defined as employee's parent, spouse, child, grandparent, grandchild, sister, brother, stepbrother, stepsister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepchild, stepparent, and child in custody of and residing in the home of the employee.**

Household member is defined as persons who reside in the same home who have reciprocal duties to and do provide financial and/or emotional support for one another. This term shall include, but is not limited to, foster children and legal wards. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.

A comparable emergency is defined as a severe or life threatening illness or injury to a domestic partner, family, or household member.

Such leave, with pay, may be granted to a faculty member by the dean or other principal administrative officer in charge, provided the regular duties of the person concerned are assumed by other staff members without additional expense to the University. Up to five days of leave shall be granted for each emergency and may be extended to ten days with authorization of the Provost or his or her designee. See also *Business Policies and Procedures Manual*, 60.63.

### **CIVIL SERVICE STAFF = Bereavement Leave**

A supervisor may approve the use of up to three days of bereavement leave to a civil service employee for a death in the family or household, as defined in WAC 357-01-172 and WAC 357-01-182. Upon request, the supervisor may approve additional leave to be charged against the employee's available paid leave balances, or the supervisor may approve the use of leave without pay. (WAC 357-31-250). To request additional leave beyond the three days of bereavement leave, the employee submits a written request to her or his supervisor.

**WAC 357-01-172: Individuals considered to be members of the family are parent, step-parent, sister, brother, parent-in-law, spouse, grandparent, grandchild, minor/dependent child, and child.** For the purpose of domestic violence, sexual assault, or stalking provisions within Title 357 WAC family member also includes a domestic partner as defined in RCW 26.60.020 or a person with whom the employee has a dating relationship as defined in RCW 26.50.010. **WAC 357-01-182:** Persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. The term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.