



# Funeral Leave

**WVNCC, WVCTCS nor the State of West Virginia provides *bereavement* leave. Leave earning employees, however, are eligible for the sick leave provisions related to funeral leave when an immediate family member is involved.**

## ***NC-2025 Sick Leave Rule***

An employee may use a reasonable amount of accrued sick leave time when a death occurs in the immediate family, as required to arrange for and attend the funeral and related services, including travel time.

“Reasonable” amount of time is determined at the discretion of the supervisor in consultation with the Chief Human Resources Officer. Sick leave is not provided for estate legal obligations and/or an extended bereavement period. (Annual leave may be requested for these purposes.)

Immediate family is defined as: parents or children by blood or law (including “in-laws” and “step” relationships); spouse; brother, sister; grandparents and grandchildren; or others considered to be part of the household living under the same roof.

## **WVCTCS Title 135, Series 38, Section 5.3, 5.4**

5.3. Sick leave may be used by the employee when ill or injured or when in need of medical attention or when death occurs in the immediate family.

5.4. An employee may use sick leave for a member of the immediate family who is ill, injured, or in need of medical attention. Immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.

## **FAQ:**

*Who is considered an immediate family member?*

Immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.

*What is a reasonable amount of time?*

It has been the College’s practice and is the business standard to allow for one day for funeral arrangements, if necessary; one day for viewing (related funeral services); and one day for funeral or other memorial type service.

*Can I take additional time off?*

Yes, employees may use annual leave for any additional time they may need.

*The funeral is out of town, am I eligible to use sick leave for travel time?*

Yes, if it is necessary for the employee to travel out of town, all factors will be considered when determining a reasonable amount of time for travel such as distance, and overnight stay.

*May I take leave for family other than immediate family members as defined by NC-2025 and Series 38?*

Yes, employees are permitted to take annual leave for any other family member who is not defined as an immediate family member.

*My Aunt or Uncle live with me, am I eligible to take sick leave in the event of their death?*

Yes, they are a member of your household.

*I have an unusual circumstance that requires more than three days. Does this matter?*

Yes, employees who have unusual circumstances should talk with the Chief Human Resources Officer and their supervisor. Unusual circumstances will be looked at on a case-by-case situation.

If you have any questions regarding this information, please contact the Chief Human Resources Officer at [pcarmichael@wvnc.edu](mailto:pcarmichael@wvnc.edu) or 304-214-8901.