

**Office of Human Resources**

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July 22, 2019

**Memorandum**

To: All Employees

From: David Boxill  
Executive Director of Human Resources

Subject: **Time Off for Bereavement**

This memorandum is being written to bring to your attention The Graduate School and University Center's policy on time off for bereavement, the following is the College policy in this matter:

**Civil Service Employees**

It is contractually mandated that Civil Service employees be excused without charge for up to four (4) days when a death occurs in an employee's immediate family. Immediate family is defined as: spouse, natural/foster/step parent, mother-in-law, father-in-law, brother, sister, child, grandchild, or any relative residing in the same household.

**Non-Teaching Instructional Staff**

The PSC/CUNY Agreement does not provide for leave for bereavement. However, it has been GSUC policy that Non-Teaching Instructional staff may apply for a "Presidential Grant" of up to four ( 4) days for death in the immediate family. (See definition of immediate family above.)

In order to receive this "Presidential Grant" with pay, please advise my office as soon as possible of the death and the amount of time you are requesting off.

**Faculty**

The PSC/CUNY Agreement does not provide leave for bereavement. However, it has been GSUC policy that faculty may apply for a Special Leave of up to four (4) days for death in the immediate family. (See definition of immediate family above.)

In order to receive this Special Leave with pay, please advise my office as soon as possible of the death and the amount of time you are requesting off. Once notified, my office will provide you with an application for Special Purposes that must be completed and returned to me for review by the President.

Verification is required for approval of bereavement leave. This may include, but is not limited to, one of the following documents, which should be attached to your timesheet for the appropriate month:

1. Copy of death certificate
2. Obituary column
3. Certificate from funeral home
4. Mass card

Faculty should submit one of the documents listed above directly to the Office of Human Resources. The document will be attached to the application for special purposes and placed in the Personnel file.

If you have any difficulty obtaining verification, please discuss the problem with me.

In addition, please be advised that time taken to attend a funeral of anyone outside your immediate family, including those for fellow employees, their families, or students is not excused and may not be charged to sick leave accruals.

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S:Civil Service Policies