Title: Rodney Franks Bereavement Leave Fund

Effective Date: December 1, 2024

Responsible Office: University Human Resources

Revision Date: First Version

The Rodney Franks Bereavement Leave Fund (Bereavement Leave) was established to honor the memory of Rodney Franks. Rodney, who joined William & Mary in 2011, was working in IT as the manager of Client Services – Frontline when he passed away unexpectedly in 2024. The loss of Rodney was felt throughout the William & Mary community. Rodney played an important role on Staff Assembly and one of his main goals was to ensure that the university offered bereavement leave. This leave fund was established in his name to honor his intention.

The loss of a family member is a deeply emotional and challenging time. In recognition of this, William & Mary is committed to providing support and flexibility to navigate these tough times. The President has approved a bank of bereavement hours to be used each fiscal year. This resource is intended to provide additional support to employees who may face financial hardship if they need to take time off work to grieve the loss of a loved one.

Eligibility:
The employee is employed full-time or part-time in a benefits-eligible position at William & Mary as of the date of the request for Bereavement Leave. Eligible employees will have exhausted all their Annual and VDSP leave to be eligible for paid bereavement leave hours.

The request for leave must be due to:

- pregnancy loss (by the employee, their spouse, or their partner)

- death of a member of the eligible employee's immediate family, which includes the following persons:

    o parents (including stepparents, in-laws, and in loco parentis (a person who stood in place of a parent).

    o spouse or partner

    o children (including step, adoptive, foster child or ward, sons-in-law, daughters-in-law)

    o siblings (including stepsiblings, siblings-in-law)

    o grandparents

    o grandchildren

    o any person residing permanently in the eligible employee's household

How to request leave

Employees and supervisors are strongly encouraged to work together so that an employee can take time off to grieve the loss of their immediate family member. While the fund is in active status the following guidelines will apply:

- Requests for Bereavement Leave shall be submitted to the employee's immediate supervisor as soon as the employee is aware of the need for leave. Supporting documentation may be requested by the supervisor or University Human Resources (UHR) as part of the approval process. The supervisor should also verify that the employee does not have any Annual or VSDP Leave. After approval from the supervisor, the supervisor should submit an email to AskHR to request Bereavement Leave on behalf of the employee. Once processed, the employee will be notified, and instructions will be provided on how to complete their timesheet.
- Employees are eligible to take up to two days (exempt employees) or shifts (non-exempt employees) with a maximum of 16 paid hours of Bereavement Leave for days they are scheduled to work, in the event of the death of an Immediate Family Member, once per fiscal year. Example: An employee who works eight (8) hours per shift shall be compensated with a maximum of sixteen (16) hours for Bereavement Leave. An employee who works twelve (12) hour shifts shall be compensated with a maximum of sixteen (16) hours for Bereavement Leave.

- Bereavement Leave is paid at the employee's base hourly rate, not to include shift differential or any other variable pay amounts.
- Bereavement Leave is prorated according to the employee's classification. Example: A part-time hourly employee assigned as a .5 FTE shall be compensated for four (4) hours per day, a maximum of eight (8) hours for Bereavement Leave.
- Employees shall take the paid Bereavement Leave within seven (7) calendar days of death or the funeral/memorial service of an Immediate Family Member.
- Hourly and temporary employees may request time off without pay in the event of the death of an Immediate Family Member.