



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
 Uliga Campus
 Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
 Fax: (692) 625-7203
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CMI POLICY NO. 400 - 7.9

Bereavement Leave

Status: Active
 Effective Date: March 18, 2024
 Approval Date: March 18, 2024

<p>1. Policy Statement</p>	<p>The College is mindful of the local culture and its uniqueness when it comes to funerals and unexpected loss of a family member. This policy specifies the bereavement leave, paid time away, as part of an extended employee benefit.</p>
<p>2. Purpose for the Policy</p>	<p>The purpose of this policy is to streamline the administering, compliance and monitoring of this benefit.</p>
<p>3. Definitions</p>	
<p>4. <i>Statements of Elaboration of Policy.</i></p>	<p>The practicality of providing supporting document to monitor and ensure compliance for this leave is difficult and is open to much interpretation. With the various leaves available for employees, this policy revision intends to tighten up the language to what extent this leave can be used for. It will now read as follows:</p> <p>7.9 Bereavement Leave</p> <p>7.9.1 <u>General</u>. In case of a death(s) in the Immediate Family of a full-time regular Employee, up to 40 (5 working days) hours of leave without loss of pay, per occurrence, may be arranged. One of these days must be the day of the funeral. For time off beyond 40 hours (5 working days), Annual Leave must be taken. This leave is at the discretion of the President or his/her designee and does not accrue. Immediate Family, for the purpose of this policy, means the spouse, child, father, father-in-law, mother, mother-in-law, grandparent, sister, brother, sister-in-law, brother-in-law, grand-child, daughter-in-law, son-in-law.</p>



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i. Cross References to Related Policies	7.6 Family Leave 7.10 Emergency Leave 7.11 Family or Community Service Leave
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	Form is on EWS
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

 89BEF3BD0C23455

March 18, 2024

Dr Elizabeth Switaj

Date