

BEREAVEMENT LEAVE REQUEST FORM

University of Oregon – Human Resources
677 East 12th Ave., Ste. 400 – 5210 University of Oregon
Eugene OR 97403-5210
541-346-3159 – fax: 541-346-2548

Employees should use this form to request time off for funeral/bereavement leave. Certain bereavement leaves may be eligible for up to two (2) weeks of unpaid leave that needs to be completed within 60 days from date of knowledge of death with job and benefit protections under Oregon Family Leave Act (OFLA). Under OFLA, an employee may use leave accruals to continue income.

Employee Name: _____ **UO ID#** _____

Department: _____ **Supervisor Name:** _____

Select One: *(See back of form for paid & other information)*

- I am requesting protected leave under OFLA and will use the paid leave available under the union collective bargaining agreements or the University policy. *(Submit form to HR)*
- I am **NOT** requesting protected leave under OFLA, but will use the paid leave available under the union collective bargaining agreements or the University policy. *(Submit form to dept.)*

Date of Knowledge of Death: _____

Beginning Date of Leave: _____ **Date Returning to Work:** _____

Intermittent Leave (provide dates): _____

OFLA Definition of Family Member (choose one)

<input type="checkbox"/> Spouse <input type="checkbox"/> Same-gender domestic partner <input type="checkbox"/> Custodial Parent <input type="checkbox"/> Non-custodial Parent <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Biological Parent <input type="checkbox"/> Parent-in-law	<input type="checkbox"/> Parent of Same-gender domestic partner <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Loco Parentis Relationship <input type="checkbox"/> Child, biological, adopted, foster, stepchild of Employee <input type="checkbox"/> Child, biological, adopted, foster, stepchild of employee's same-gender domestic partner
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Employee's Signature

Date

Supervisor's Signature

Date

Submit the completed form: Scan/email to HRLeaves@uoregon.edu or Fax (541) 346-2548.
(If request for OFLA leave protection)

Internal HR Use

- Approved for leave protected under OFLA
- Not** approved for leave protected under OFLA – Reason: _____

What is OFLA Bereavement Leave?

OFLA provides two (2) weeks of unpaid leave to any eligible employee to deal with the death of a covered family member, including grieving the death of the family member, attending the funeral or alternative to a funeral of the family member, and making arrangements necessitated by the death of the family member. The two (2) weeks of unpaid bereavement needs to be completed within 60 days from the date of knowledge of death. ORS 695A.159 (1) (e).

The two (2) weeks of unpaid bereavement leave is counted as part of the 12 weeks of OFLA leave within a leave year. The University of Oregon is using the “rolling backward” leave year method.

OFLA relationship of family member?

The definition of OFLA family members are listed on the actual (front) Bereavement Leave Request form.

Note: some of the immediate family members listed on the union collective bargaining agreements did not meet the family member definitions under OFLA Leave Law. However, you are still able to use the bereavement leave as outlined in the union CBA.

Who is eligible to take family leave?

To be eligible for OFLA bereavement leave, employees must be employed at least 180 days and also work at least an average of 25 hours a week during the 180 days before leave begins.

What types of paid leave is available to me?

Generally, you may use accrued sick leave or other type of accrued leave to receive pay while taking bereavement leave. However, some employees are eligible for paid bereavement leave that is covered under the below Collective Bargaining Agreements.

- SEIU – Article 41: Bereavement Leave
- Teamsters (GCIU) – Article 26: Paid Leave, Section 2
- SEIU UO PD – Article 35: Bereavement Leave
- OA Time Off Policy – IV. Sick Time, Section C. Approval
- UA CBA – Article 32. Leaves, Sick Leave, Section 5
- GTFF – Article 29, Paid and Unpaid Absences, Section 8. Paid Sick Days, g) Use

How do I report my bereavement leave usage?

You’re required to complete and submit your Bereavement Leave attendance record so your leave used can be tracked accordingly. In addition, you need to report the used of accrued leave to your supervisor or payroll administrator. For paid bereavement leave covered under the CBA, you will report the paid bereavement leave as regular hours on your timesheet, i.e. full-time SEIU represented employee would report 4 days or 32 hours of paid bereavement as “Regular” hours on the timesheet and note it in the “Remarks”.

Is a medical certification or death certification required?

No. It’s not required.