

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Holidays and Leave	Section: IV
	Subject: F.4
SUBJECT: Other Leave With Pay - Death in Immediate Family	Effective: 06/05/09
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DEATH IN IMMEDIATE FAMILY

Any employee in an FTE position (or temporary grant position if provided for by the grant), upon request, shall be granted up to three consecutive workdays of leave with pay on the death of any member of the employee's immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, legal guardians, brothers, spouse of brothers, sisters, spouse of sisters, children, spouse of children, grandchildren, great-grandchildren of either the employee or the spouse.

Each employee requesting leave due to death in the immediate family shall submit a Request for Leave ([Form P-1](#)) indicating the name of the deceased and the relationship to the deceased.