

How to Apply for Bereavement Leave

1. Employee completes the Bereavement Leave request form (including supervisor's signature).



Bereavement
Request Form.pdf

2. Collect supporting documentation (death certificate, obituary, or and memorial event information).
3. Email the Bereavement Leave Request form and supporting documentation to leave@ecu.edu.
4. Benefits team will send out an approval/denial email to employee with detailed information and hours added into kronos if approved.