



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Bereavement Leave Available

Full-time employees are eligible for up to 40 hours of paid leave following the loss of an Immediate Family Member and eight hours for the loss of a colleague (pro-rated for less than full-time).

Eligible employees are permanent, probationary, or time-limited, and either full-time or part-time with a schedule at least half-time.

To recognize employees who may have suffered the loss of an immediate family member or colleague as a result of Hurricane Helene, Bereavement Leave for the loss of an Immediate Family Member that occurred between Sept. 27 and Oct. 31, 2024, may retroactively be applied to dates the employee was absent.

Bereavement Leave must be used within 180 days of the date of death (or discovery of death if circumstances caused the discovery of the death to be significantly later than the date of death). Bereavement Leave does not have to be used on consecutive days and may be used as the employee needs, subject to approval by the supervisor. Supervisors shall approve the use of Bereavement Leave following the loss of an Immediate Family Member for the date requested if it involves attending a funeral, visitation, or other memorial event.

For more information, see the [Bereavement Leave Policy and FAQs](#) on the Office of State Human Resources (OSHR) website.

Please contact Shretha Arrington at ssarrington@ncat.edu for any questions.