

LIBERTY UNIVERSITY

HUMAN RESOURCES

Bereavement Request Verification

Up to three days of paid bereavement leave will be provided to eligible employees in a benefited position for the death of an immediate family member. The University reserves the right to request documentation.

Immediate family members are considered an employee's:

- Spouse
- Parent
- Grandparent
- Great-Grandparent
- Child
- Grandchild
- Sibling

Immediate family also extends to the immediate family of an employee's spouse and members of a blended family (half and step).

Liberty believes that life originates at conception; and therefore, recognizes that an expecting parent may grieve in the event of the loss of a child by miscarriage.

Employee Name: _____

Name of Deceased: _____

Relationship: _____

Date of Passing: _____

Employee Signature

Date

Supervisor Signature
(in place of employee)

Date