

How to Request/Report Bereavement Leave Exempt Employees

Go to Self-Service: https://selfservice.wittenberg.edu/

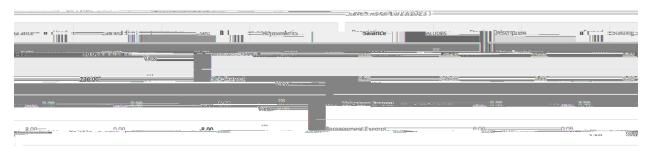
Choose **Employee**



Choose Leave



Leave balances can be viewed toward the bottom of this page. Once Bereavement leave is requested and approved, it will appear as a negative balance. This is for tracking purposes only!



Choose Request Leave to report Bereavement leave

Request Leave

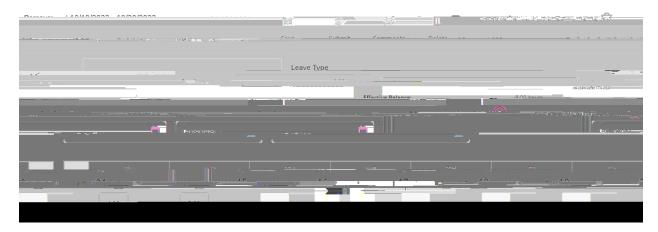
Choose Select a Leave Type and choose Bereavement





Add the **Start Date** and **End Date**. If it is only one day, the start and end date will be the same. Add the number of hours in each box. All leave must be taken in half days (4 hours) or full days (8 hours).

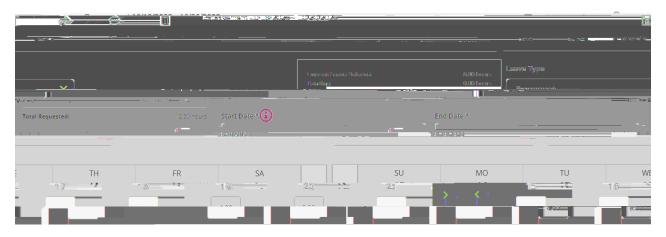
In the top right corner, choose **Comments**.



The immediate family member must be specified in the **Comments** section. Choose **Add Comment** when completed.



Choose **Submit** to send to supervisors to be approved.



For deaths in the immediate family, employees may use up to three consecutive paid working days to handle family affairs and attend the funeral. The university provides one (1) additional day for required travel beyond a 250-mile radius. Should additional time be needed, employees may request to use accrued vacation, personal time (if applicable), or time off without pay.

Full policy can be found in the Wittenberg University Employee Manual.