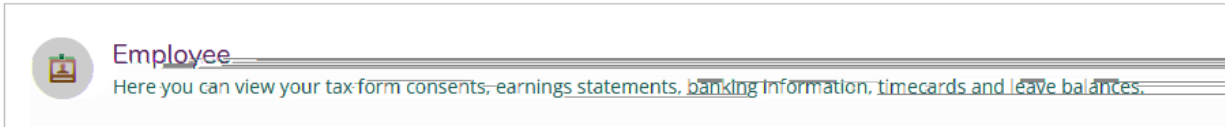


How to Request/Report Bereavement Leave Exempt Employees

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

Choose **Employee**



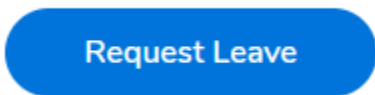
Choose **Leave**



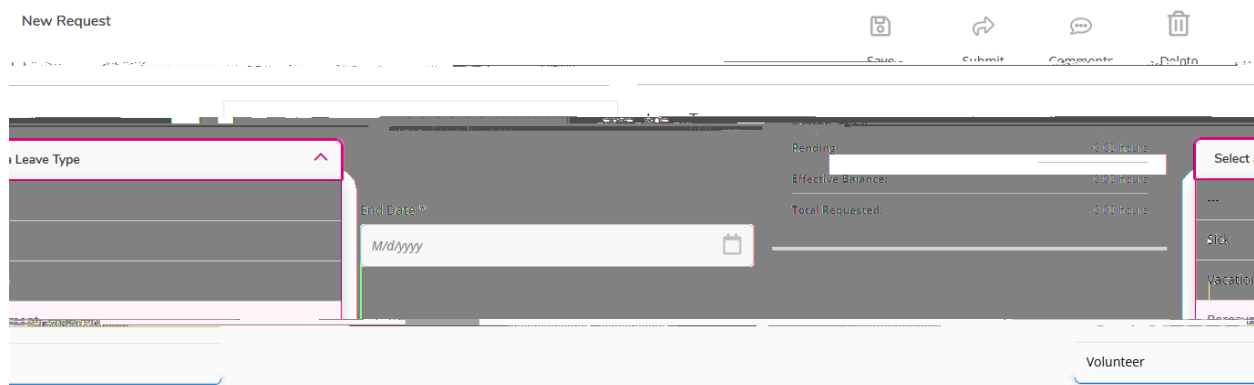
Leave balances can be viewed toward the bottom of this page. Once Bereavement leave is requested and approved, it will appear as a negative balance. This is for tracking purposes only!



Choose **Request Leave** to report Bereavement leave



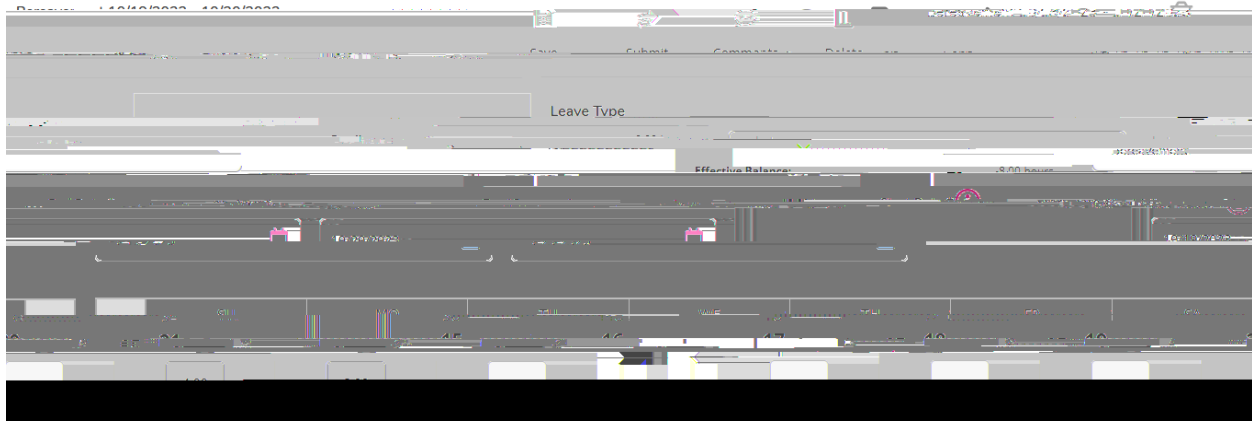
Choose **Select a Leave Type** and choose **Bereavement**



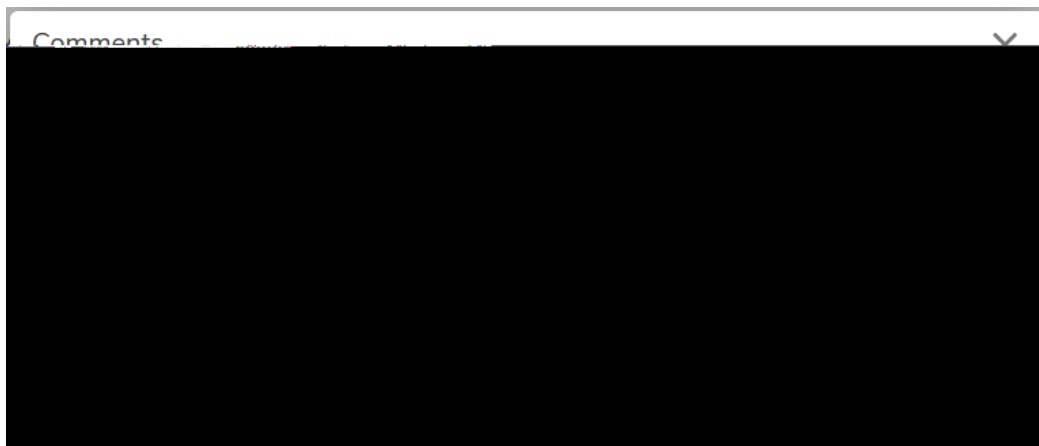
For deaths in the immediate family, employees may use up to three consecutive paid working days to handle family affairs and attend the funeral. The university provides one (1) additional day for required travel beyond a 250-mile radius. Should additional time be needed, employees may request to use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

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).

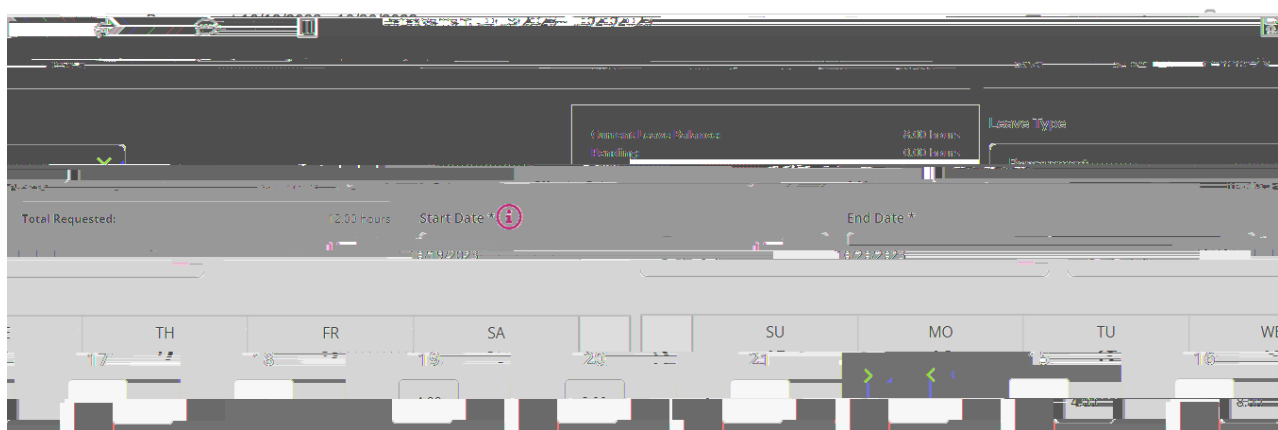
In the top right corner, choose **Comments**.



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.



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