

Bereavement Request Approval Form

Please complete this form when requesting Bereavement Leave for the loss of a family member. Refer to [Human Resources Policy Number 6.1](#) for additional details and information.

EMPLOYEE INFORMATION

Lama ID	Name(First & Last Name)	Job Title
Contact Number	Employee Email Address	Department Name

Supervisor Name

	Relationship to Employee
Date of Funeral	Funeral Location (City, State)
Number of Days/Actual Dates of Requested Absence/Attach supporting documentation (Funeral notice/Obituary) Dates: _____ = _____ (Total Hours Requested) <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1 Day 2 Days 3 Days </div>	
I acknowledge that the information above is true, accurate and complete. I understand the need to notify my supervisor, department, and/or Human Resources immediately should the status of my leave change. Employee Signature: _____ Date: _____ <u>Additional Comments:</u>	

SUPERVISOR ACKNOWLEDGEMENT/ APPROVAL

As supervisor of the employee listed above, I am aware that the employee has applied for leave as indicated above. I will notify Human Resources immediately if I become aware of any changes to the information provided.

Supervisor Signature/Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
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HUMAN RESOURCES APPROVAL

HR Leave Coordinator Signature/Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
AVP HR or Assoc. HR Director Signature/Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

Return completed form to the Human Resources Office at carolina.bryan@lamar.edu or P.O. BOX 11127

Revised 08/25/2021