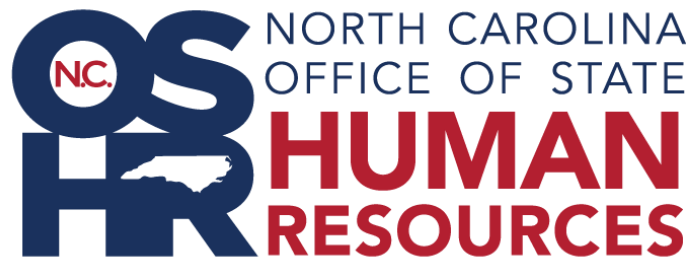


OCTOBER 1, 2025



2025 BEREAVEMENT LEAVE REPORT

Report to the Governor's Office on Providing Bereavement Leave
to Eligible State Employees September 27, 2024 - June 30, 2025

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EXECUTIVE SUMMARY

The Bereavement Leave Policy offers state employees 40 hours of paid leave following the death of an immediate family member and up to 8 hours of paid leave for that of a colleague currently employed by the same agency, for travel and attendance at a funeral or other memorial event. These amounts are for full-time employees; the number of hours is prorated for part-time employees based on their work schedule.

The policy has been widely used in its first year. Since the policy came into effect on November 1, 2024, under Executive Order 325, a total of 5,812 state agency and university employees have used bereavement leave to grieve, recover, and support their well-being.

A broad range of agencies have opted in for the Bereavement Leave Policy. Today, the agencies that have opted in for the Bereavement Leave Policy include all Cabinet agencies, and virtually all non-Cabinet agencies and University of North Carolina institutions.

The report below provides policy details, the set of agencies that have chosen to opt into the policy, and information about how Bereavement Leave has been used.

POLICY DETAILS

SOURCE AND TYPE OF POLICY

Executive Order 325, *Providing Enhanced Leave Options for Eligible State Employees*, was signed by Governor Roy Cooper on November 1, 2024, to provide Bereavement Leave for eligible state employees. Section 1 of Executive Order 325 directed and authorized the State Human Resources Director to develop a Bereavement Leave Policy. The Executive Order also identified key details of the policy and ordered Cabinet agencies to provide bereavement leave in accordance with the policy.

The [Bereavement Leave Policy](#) was issued on November 1, 2024, immediately after Executive Order 325 was signed. The Bereavement Leave Policy is not yet a State Human Resources Commission policy that applies to all agencies. Instead, it is an “opt in” policy under the state statutes authorizing agency heads and the Director of the N.C. Office of State Human Resources (OSHR) to issue policies for their agencies. As shown in Tables 1-3, many agencies have opted into the Bereavement Leave Policy.

EFFECTIVE DATE

The policy became effective November 1, 2024; however, employees who experienced a loss due to Hurricane Helene were authorized to use Bereavement Leave retroactively for the period of September 27, 2024, through October 31, 2024. As provided in Section 4 of the Executive Order, the Bereavement Leave Policy may continue even if the Executive Order sunsets in the future.

APPLICABILITY AND ELIGIBILITY

Executive Order 325 and the Bereavement Leave Policy apply to Cabinet agencies and any other state agency or university that voluntarily adopt the Executive Order’s measures. Eligibility for Bereavement Leave requires employees to be in a permanent, probationary, or time-limited appointment in a participating agency or university and to work full-time or part-time (half-time or more).

USE OF BEREAVEMENT LEAVE

More than 5,812 employees have used the leave benefit. This consists of 4,023 employees from state agencies and 1,789 university employees. This compares to the approximately 78,000 state agency and university employees who are subject to the State Human Resources Act. The rate of usage shows that bereavement leave has been a significant benefit for state employees.

The total salary of these employees while on Bereavement Leave for this partial year is \$5,448,234.58. All references to “cost” in this report indicates the salary of employees while on Bereavement Leave.

Paid leave is a “must have” for all generations, as it ranks in the top four benefit offerings according to Metlife’s [2025 US Employee Benefit Trends Study](#). Offering the new Bereavement Leave benefit to state employees is an important step in sustaining competitiveness in the labor market.

PARTICIPATING AGENCIES

As shown in Tables 1-3 below, 15 Cabinet agencies and 15 non-Cabinet agencies have opted into the Bereavement Leave Policy.

Table 1: List of Cabinet Agencies Included in this Report

Cabinet Agencies	
Department of Administration	Department of Adult Correction
Department of Commerce	Department of Environmental Quality
Department of Health and Human Services	Department of Information Technology
Department of Military and Veterans Affairs	Department of Natural and Cultural Resources
Department of Public Safety	Department of Revenue
Department of Transportation	Office of State Budget and Management
Office of State Human Resources	Office of the Governor
State Bureau of Investigation	

Table 2: List of State Agencies Included in this Report

Participating Non-Cabinet Agencies	
Cosmetic Arts	Community College System
Department of Agriculture and Consumer Services	Department of Insurance
Department of Justice	Department of Labor
Department of Public Instruction	Office of Administrative Hearings
Department of State Treasurer	Office of the Commissioner of Banks
Office of the State Controller	Secretary of State
State Auditor	State Board of Elections
Wildlife Resources Commission	

Table 3: List of Universities Included in this Report

Universities	
Appalachian State University	East Carolina University
Elizabeth City State University	Fayetteville State University
North Carolina Agricultural and Technical State University	North Carolina Central University
North Carolina School of Science and Math	North Carolina State University
University of North Carolina Asheville	University of North Carolina at Chapel Hill
University of North Carolina at Charlotte	University of North Carolina Greensboro
University of North Carolina at Pembroke	University of North Carolina School of the Arts
University of North Carolina System Office	University of North Carolina Wilmington
Western Carolina University	Winston Salem State University

REPORTING RESPONSIBILITY

Participating agencies who opt-in but are not in the Integrated HR-Payroll System are responsible for monitoring and reporting both types of Bereavement Leave to OSHR by September 1 each year. The Bereavement Leave Policy states that OSHR shall submit a report to the Governor's Office on the use of Bereavement Leave on October 1st of each year.

DATA AND METRICS

The tables and charts listed below reflect the details of Bereavement Leave usage by agency and university employees.

UTILIZATION BY STATE AGENCY EMPLOYEES

Table 4: Use of Bereavement Leave by State Agency Employees

Agency	Number of Employees	Bereavement Leave Colleague Hours	Bereavement Leave Family Hours	Total Hours	Salary Cost
Community College System	14	12	311	323	\$17,921.03
Cosmetic Arts	1	0	40	40	\$1,153.60
Department of Commerce	71	0	2,105.50	2,105.50	\$66,833.09
Department of Administration	30	16	901.5	917.5	\$28,298.60
Department of Adult Correction	961	327.75	29,900.33	30,228.08	\$849,414.22
Department of Agriculture and Consumer Services	106	51.25	2,772.82	2,824.07	\$76,995.57
Department of Environmental Quality	108	0	3,220.50	3,220.50	\$113,336.66
Department of Health and Human Services	1080	259.66	32,654.54	32,914.20	\$937,331.09
Department of Information Technology	96	0	2,717.00	2717.00	\$135,688.02
Department of Insurance	33	0	884.25	884.25	\$30,586.37
Department of Justice	41	12	1,291.55	1,303.55	\$47,969.16
Department of Labor	29	40	846.5	886.5	\$33,447.58
Department of Military and Veteran Affairs	8	8	226.5	234.5	\$5,781.82
Department of Natural and Cultural Resources	104	34	2,902.48	2,936.48	\$77,195.24
Department of Public Instruction	50	20	1,370.75	1,390.75	\$54,985.04
Department of Public Safety	266	25.5	7,560.13	7,585.63	\$236,125.26

Agency	Number of Employees	Bereavement Leave Colleague Hours	Bereavement Leave Family Hours	Total Hours	Salary Cost
Department of Revenue	98	5.5	2,809.00	2814.5	\$83,726.54
Department of State Treasurer	24	0	705.25	705.25	\$23,107.62
Department of Transportation	769	379.25	20,304.86	20,684.11	\$699,826.88
Office of State Budget and Management	8	0	172.5	172.5	\$10,444.78
Office of State Human Resources	3	0	95.5	95.5	\$3,519.23
Office of the Commissioner of Banks	11	0	394.5	394.5	\$20,023.17
Office of the Governor	1	0	4	4	\$259.62
Office of the State Controller	20	0	461.8	461.8	\$19,956.16
Secretary of State	5	0	67	67	\$1,971.53
State Auditor	12	5.5	431	436.5	\$20,806.24
State Board of Elections	4	0	128	128	\$6,974.27
State Bureau of Investigation	30	9.5	765	774.5	\$25,482.77
Wildlife Resource Commission	40	0	1,020.50	1,020.50	\$33,494.01
Totals	4,023	1,205.91	117,064.26	118,270.17	\$3,662,655.14

Table 5: Average Salary Cost per State Agency Employees

Number of Employees	Total Cost	Average Cost
4,023	\$3,662,655.14	\$910.43

Table 6: State Agency Usage by Job Title (Top 10)

Job Title	Number of Hours Used
Administrative Specialist I	908
Health Care Technician I	485
Correctional Officer III	412
Administrative Specialist II	388
Probation/Parole Officer	386
Administrative Associate II	360
Correctional Officer II	300
Transportation Worker II	228
Correctional Officer I	197
Transportation Worker IV	169
Totals	3,833

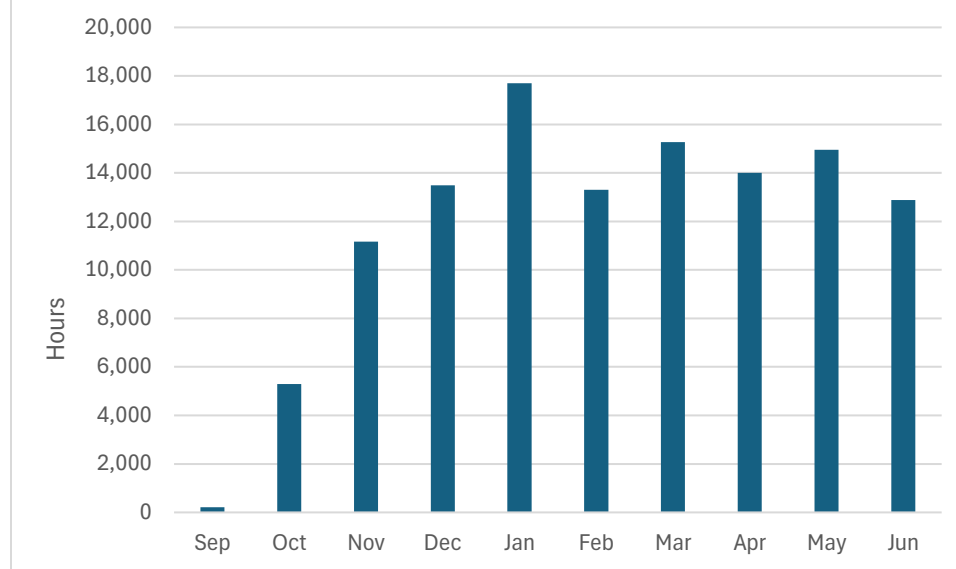
Table 7: State Agency Employee Bereavement Leave Usage by Age

Age	Number of Employees	Salary Cost
18-29	339	\$230,859.51
30-39	806	\$644,085.99
40-49	965	\$896,645.72
50-59	1242	\$1,220,252.23
60-69	623	\$629,651.09
70+	48	\$41,160.61
Totals	4,023	\$3,662,655.14

Table 8: State Agency Employee Bereavement Leave Usage by Type of Leave and by Ethnicity

Ethnicity	Bereavement Leave Colleague	Bereavement Leave Family	Total
African American	62	1,313	1,375
American Indian or Alaskan Native	3	65	68
Asian	4	62	66
Hispanic or Latino	5	72	77
Native Hawaiian or Pacific Islander	2	5	7
Not Specified	1	22	23
Two or More Races	0	42	42
White	132	2,233	2,365
Totals	209	3,814	4,023

Graph 1: State Agency Employee Bereavement Leave Usage by Month



UTILIZATION BY UNIVERSITY EMPLOYEES

Table 10: Use of Bereavement Leave by University Employees

University	Number of Employees	Bereavement Leave Colleague Hours	Bereavement Leave Family Hours	Total Hours	Salary Cost
Appalachian State University	71	0	2,509.50	2,509.50	\$76,845.57
Eizabeth City State University	7	0	172.50	172.50	\$4,855.71
Elizabeth City State University	214	12.2	6,500.25	6,512.45	\$214,234.86
Fayetteville State University	41	8	1,405.00	1,413.00	\$40,271.00
North Carolina Agricultural and Technical State University	54	0	1,794.00	1,794.00	\$58,945.60
North Carolina Central University	22	0	540.00	540.00	\$16,988.32
North Carolina School of Science and Math	9	0	269.00	269.00	\$7,800.57
North Carolina State University	462	25.5	12,578.22	12,603.72	\$469,719.08
University of North Carolina Asheville	15	0	321.00	321.00	\$11,298.06
University of North Carolina at Chapel Hill	416	0	12,373.05	12,373.05	\$445,753.29

University	Number of Employees	Bereavement Leave Colleague Hours	Bereavement Leave Family Hours	Total Hours	Salary Cost
University of North Carolina at Charlotte	116	0	3,685.25	3,685.25	\$125,445.48
University of North Carolina at Pembroke	53	48	1,487.00	1,535.00	\$44,292.89
University of North Carolina Greensboro	76	78.3	1,728.00	1,806.30	\$61,182.73
University North Carolina School of the Arts	12	0	340.50	340.50	\$8,385.48
University of North Carolina System Office	17	16	433.00	449.00	\$22,557.06
University of North Carolina Wilmington	101	120	2,463.00	2,583.00	\$75,005.58
Western Carolina University	87	0	2,813.00	2,813.00	\$86,824.35
Winston Salem State University	16	0	504.00	504.00	\$15,173.84
Totals	1,789	308	51,916.27	52,224.27	\$1,785,579.44

Table 11: Average Salary Cost per University Employee

Number of Employees	Total Cost	Average Cost
1789	\$ 1,785,579.44	\$ 998.09

Table 12: University Usage by Job Title (Top 10)

Job Title	Number of Hours Used
Building & Environmental Technician	3,042
Administrative Support Specialist	2,669
University Program Specialist	1,677
Administrative Support Associate	1,359
Executive Assistant	979
Ext & Engagement Public Svc Professional	888
Business Services Coordinator	736
Research Specialist	723
University Program Associate	709
Student Services Specialist	688
Human Resources Consultant	598
Totals	14,068

Table 13: University Employee Bereavement Leave Usage by Age

Age	Number of Employees	Salary Cost
20-29	225	\$154,960.43
30-39	404	\$365,282.30
40-49	409	\$434,451.31
50-59	473	\$550,278.99
60-69	247	\$254,433.39
70-79	16	\$14,874.96
Totals	1,774	\$1,774,281.38

Table 14: University Employee Bereavement Leave Usage by Type of Leave and by Ethnicity

Ethnicity	Bereavement Leave Colleague	Bereavement Leave Family	Total
African American	4	383	387
American Indian or Alaskan Native	6	39	45
Asian	2	63	65
Hispanic or Latino	0	60	60
Not Specified	2	57	59
Two or More Races	1	47	48
White	32	1,093	1,125
Totals	47	1,742	1,789

Table 15: Cumulative Use of Bereavement Leave by State Agency and University Employees

Cumulative	Number of Employees	Total Cost	Average Cost
State Agency Employees	4,023	\$3,662,655.14	\$910.43
University Employees	1,789	\$1,785,579.44	\$998.09
Total	5,812	\$5,448,234.58	\$937.41

CONCLUSION

In summary, this report provides an overview of Bereavement Leave utilization within state government from September 27, 2024, to June 30, 2025. The data reflects how employees have used this benefit in times of personal loss, supporting the goal of promoting a productive workplace and ensuring that employees have paid time off to grieve and recover from their loss. Being responsive and showing empathy during these times is essential to fostering a supportive workplace culture.