

## UNIVERSITY OF PITTSBURGH POLICY 07-06-08

**CATEGORY:** PERSONNEL  
**SECTION:** Employee Support  
**SUBJECT:** Domestic Partner Benefits  
**EFFECTIVE DATE:** October 15, 2014 Revised  
**PAGE(S):** 2

### I. SCOPE

This policy established specific in-house benefits extended to domestic partners of University faculty, staff, graduate students, and others with eligible academic appointments, and includes requirements for certifying domestic partnerships and criteria for determining eligibility for the benefits.

### II. POLICY

#### Certification of Domestic Partnerships

A domestic partnership, for purposes of this policy, is defined as a committed relationship between two adults of the same or opposite sex, which meets the criteria described in the University of Pittsburgh Affidavit of Domestic Partnership. Documentation may be required to verify that the criteria are met. See Procedure 07-06-08, Domestic Partner Benefits.

A completed and notarized Affidavit must be submitted to the Office of Human Resources, Benefits Department, as appropriate. The information will be used by the University for the sole purpose of determining eligibility for domestic partner benefits and will be treated as strictly confidential insofar as the law allows.

#### Benefits

The following benefits are extended to certified domestic partners of eligible faculty and staff:

- Health Insurance (medical, dental, vision, and flexible spending account)
- Educational Benefits
- Dependent Life Insurance

The following benefits are extended to certified domestic partners of eligible graduate students and others with eligible academic appointments:

- Health Insurance (medical, dental and vision)

Eligibility of faculty, staff, graduate students and others with eligible academic appointments, and terms and conditions of the above benefits are governed by the current University policies regarding provision of those benefits to spouses.

Within 30 days of the dissolution of a certified domestic partnership, the faculty or staff member, graduate student or other with eligible academic appointment must provide a Statement of Termination of Domestic Partner Status to the Office of Human Resources, Benefits Department. Submission of this form will terminate all University benefits for the former partner. Another Affidavit of Domestic Partnership cannot be filed until one year after receipt of such notification by the University.

#### Employee Bereavement Leave

- Regular Full-Time Employees - Regular full-time staff members are eligible for a paid leave of five working days in the event of a death of a registered domestic partner or

parent of registered domestic partner. Bereavement leave associated with funeral services must be taken within seven calendar days of the death. Any remaining part of bereavement leave necessary to settle family issues associated with the death may be taken at a later time. You are eligible for one day of paid leave to attend the funeral of a sister or brother of a registered domestic partner.

- Regular Part-Time Employees - Regular part-time staff members will receive pay for bereavement leave prorated to the staff member's percent of effort worked. These days must be taken within seven calendar days of the death as defined above.

### III. REFERENCES

[Procedure ER 04, Domestic Partner Benefits \(formerly 07-06-08\)](#)

[Policy AC 21, Employee/Spouse/Dependent Scholarships for Faculty](#) (formerly 02-07-01)

[Policy ER 06, Employee/Spouse/Dependent Scholarships for Staff](#) (formerly 07-11-01)