

Staff Bereavement Leave

Five days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member or the immediate family member of an employee's spouse. For purposes of this policy, "immediate family" shall mean spouse, parents, grandparents, siblings, children, grandchildren or any person permanently living in the employee's home. Additionally, eligible employees may use one sick leave day per year to attend a funeral for someone other than a member of the employee or his/her spouse's immediate family. Further requests must be approved by the superintendent.

Bereavement leave shall not accumulate.

Employee absences which extend beyond five days due to a death in the family shall be charged to the employee's sick leave.

Adopted: May 2007

Revised: May 2007

Revised: CASB Overhaul 2014

CROSS REF.: GBGG, Sick Leave

CONTRACT REFS.: Professional Negotiations Agreement, Article Ten, Leave Policy, 10-5.1.1, Bereavement Leave
Classified Handbook, Chapter III, Leaves and Holidays, C, Bereavement Leave