

Board Policy 5403 – Bereavement Leave

Bereavement leave must be entered into Skyward promptly and must match monthly Time and Effort.

BOARD POLICY

5403

SUBJECT: Bereavement Leave

Employees, upon finding it necessary to be absent from their assigned duties by reason of death in the family, will notify their immediate supervisor at the earliest possible time prior to the time at which they normally report to work. Upon return to work, employees must submit their leave request in accordance with current Human Resource procedures.

Leave requests will be approved for a maximum of five (5) paid days of leave per employment year if the leave was due to the death of an employee's spouse, parent, son, daughter, sister, brother, mother-in-law, or father-in-law. Leave also shall be allowed upon the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter, grandson, legal guardian, legal dependent, registered domestic partner, or any individual related by blood or affinity whose close association is the equivalent of a family relationship. Such leave shall be in addition to any vacation/sick leave to which an employee might otherwise be entitled and shall not involve any loss of rating, privileges, or pay. In the event there is uncertainty of leave eligibility, the final determination shall be made by the superintendent. Additional Bereavement Leave may be granted by the superintendent in extenuating circumstances.

The deaths of more than one family member resulting from a common occurrence shall be treated as a single death with respect to the length of leave granted.

The superintendent or his/her designee will receive and approve a monthly report of all bereavement requests.

This leave is non-accumulative.

Employment year is defined as September – August of any given year.

LEGAL REFERENCE:

DATE ADOPTED: October 20, 1988
Revised: September 15, 2011
Revised: January 17, 2013 (retro to September 1, 2012)
RENUMBERED January 21, 2016, from 3100