

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE BEREAVEMENT LEAVE

5400 P1

Olympic ESD 114 (OESD) provides bereavement leave of up to five (5) days with pay per occurrence for employees due to the death of a member of the immediate family or household member. Part-time employees are provided prorated bereavement leave of up to five (5) days with pay of regularly scheduled work hours per occurrence.

Immediate family includes employee's spouse, registered domestic partner, parent, child, sibling, parent-in-law, grandchild, grandparent, daughter-in-law, son-in-law, and legal dependent.

Employees will be allowed one (1) scheduled work day with pay of bereavement leave per occurrence for the death of other relatives.

Such leave shall be in addition to any vacation/sick leave to which an employee might otherwise be entitled prior to the death of the family member.

In addition to bereavement leave, additional leave may be requested using vacation leave per Administrative Procedure 5400 P9, personal leave per Administrative Procedure 5400 P7, and/or emergency leave per Administrative Procedure 5400 P3 which shall be deducted from sick leave.

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

Bereavement leave is not deducted from any other employee leave balances. This leave is non-cumulative.

REFERENCE

RCW 28A.310.240 Employee leave policy required

Date Adopted: October 20, 1988

Revised: September 15, 201, January 17, 2013 (Retro to September 1, 2012), January 18, 2018

Policy Renumbered: January 21, 2016, From 3100 To 5403

Converted from Policy 5403 To Procedure 5400 P1, February 21, 2019