

Staff Bereavement Leave

Three days of paid bereavement leave shall be granted to all eligible employees in case of the death of an employee's immediate family member (father, mother, mother in law, father in law, grandparents, sister, brother, husband, wife , child, step child or step parents). Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family upon recommendation of the employee's immediate supervisor and approval of the superintendent.

Employee absences which extend beyond three days due to a death in the family shall be charged to the employee's sick or vacation leave, at the employee's option only after they have notified their immediate supervisor that they need additional days.