

STAFF PERSONNEL
Series 400

Policy Title: BEREAVEMENT

Code: 408.1.1

Classified employees shall be allowed to use bereavement leave when such absence is due to personal attendance at the funeral of a member of the employee's immediate family. For purposes of this section, immediate family is defined as any of the following: spouse, children, parents, brothers, sisters, grandparents, grandchildren, aunt, uncle, cousin, niece, nephew, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or any other relative living in the employee's domicile on a long-term, permanent basis.

Under special circumstances, on a case-by-case basis, the Superintendent may allow an additional two (2) days, which days shall be deducted from sick leave. One (1) day leave per year with full pay will be allowed for a classified employee to attend a memorial service in the case of the death of a close friend or member of that friend's immediate family.

Date of Adoption:
Readopted: July 2009
Amended: July 21, 2008

Legal References:

Related References: