

BEREAVEMENT LEAVE

Employees requesting to be absent because of the death of a member of their immediate families, as previously defined in the Sick Leave section, may be granted bereavement leave. The total amount of bereavement leave shall not exceed seven (7) days per fiscal year based upon the current work schedule, charged in ½ day increments. Additional time requested, that exceeds the seven (7) days and if warranted, may be granted but will be charged against accumulated comp time, annual leave, and sick leave, in that order. All requests for bereavement leave shall be made through, granted, and controlled by the appropriate supervisor or administrator.

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Effective Date: March 26, 2013

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Policy Manual Review Committee – No Changes: October 8, 2015