

## BEREAVEMENT LEAVE

Bereavement leave is subject to the negotiated agreement for licensed staff.

### **Classified Staff**

Bereavement leave without loss of pay, up to but not exceeding 3 days per school year, may be granted to classified staff only in the event of death in the immediate family at the sole discretion of the Superintendent.

For the purpose of this policy, immediate family is defined as *Immediate family* is defined as the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, grandparents, and any member of the employee's household.

Up to 2 days may be allowed for the funeral of a close friend at the discretion of the Superintendent.

Upon the classified staff member's request, where the 3 days of bereavement leave are expended, the principal may recommend up to 2 days of extension of the bereavement leave to the Superintendent. In addition, in concert, they shall have authority to grant up to 5 days of unpaid bereavement leave per school year to classified staff, in addition to the leave granted above.

Bereavement leave is not accumulative.