

Bereavement Leave Policy

Purpose

Crosslake Community Charter School provides eligible employees with paid bereavement leave upon the death of an immediate family member or other family member as defined in this policy. This leave is granted to support employees during difficult times and to allow them to:

- Attend funeral services, ceremonies, and/or interment
- Make necessary arrangements
- Travel related to the death
- Have time for personal bereavement

Eligibility

This policy applies to all full-time and part-time employees of Crosslake Community Charter School. Temporary or seasonal employees are not eligible for paid bereavement leave but may be granted unpaid time off at the discretion of the school administration.

Notice of Absence

Employees must notify their immediate supervisor or the school administration of their need for bereavement leave as soon as possible, providing:

- The name and relationship of the deceased
- The date of death
- The expected length of absence

Leave Allowance

1. Immediate Family Members:
 - Up to 5 consecutive workdays of paid leave
2. Other Family Members:
 - Up to 3 consecutive workdays of paid leave
3. Non-Family Members:
 - 1 day of paid leave to attend the funeral of a close friend or colleague

Definitions

1. Immediate Family Members:
 - Spouse or domestic partner
 - Employee's or spouse's/partner's:
 - Biological, adopted, step, or foster child
 - Parent or parental equivalent
 - Sibling
2. Other Family Members:
 - Children-in-law of the employee or spouse/partner
 - Grandparents and grandchildren
 - Aunts, uncles, nieces, nephews, and first cousins of the employee

Extended Absence

At the discretion of the school director or appropriate supervisor, employees may use available paid time off (PTO) and/or unpaid personal leave to extend their absence beyond the provided bereavement leave. The school encourages supervisors to be flexible in granting requests for additional leave time to support employees experiencing significant personal loss.

Documentation

The school reserves the right to request documentation confirming the need for bereavement leave, such as an obituary or funeral program. Such requests will be made sensitively and only when necessary.

Non-Consecutive Use

In some circumstances, with prior approval from the school director, bereavement leave may be taken non-consecutively to accommodate delayed services or travel requirements.

Confidentiality

The school will maintain the confidentiality of all bereavement leave requests and will only share information on a need-to-know basis.

Policy Review

This policy will be reviewed annually by the school board to ensure it continues to meet the needs of our employees and complies with all applicable laws and regulations.