

In case of death in an employee's immediate family, and with approval by the supervisor, the employee may be absent for a period not to exceed five (5) working days without loss of salary.

Additional Leave Days

Please note the supplemental sick leave program referenced in this policy has been suspended.

An employee may be absent for an additional period not to exceed five (5) working days at no loss of salary provided that such days shall be deducted from the employee's sick leave. An employee who does not have sufficient accumulated sick leave to cover the additional period shall receive accrued supplemental sick leave and have deducted from the daily salary an amount equal to the daily rate of pay of a substitute teacher times the number of days absent.

If an employee does not have sufficient accrued sick leave or accrued supplemental sick leave to cover the additional period, leave will be authorized without pay.

Immediate Family: Definition

Members of the immediate family are defined as the employee's spouse, mother, father, child, grandparents, grandchildren, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, guardian, or dependent person (as defined by the Internal Revenue Code).

Demise of Co-workers

In the event of the death of any staff member, or a member of that person's immediate family, other staff members, on request, will be excused from duties without loss of pay or deduction from accrued leave time, to attend the funeral services, provided that said services are held within the confines of Pima County.