

Bereavement Policy

Cultivating Exceptional
People



Bereavement Policy Options

- **Option One:** An employee shall be granted three days of bereavement leave upon the death of a member of the employee's immediate family. Such leave shall be taken with no loss of pay or other paid leave. Bereavement leave shall not be granted without prior approval from the principal and/or immediate supervisor.
- **Option Two:** Use of state and/or local leave for death in the immediate family shall not exceed five workdays per occurrence. Bereavement leave shall not be granted without prior approval from the principal and/or immediate supervisor.
- **Option Two:** Full-time employees may receive bereavement leave and be absent without loss of pay and without deduction from accrued leave in the case of death of a spouse, child, parent, or sibling, for a period not to exceed three days per occurrence. Additional days and all other funerals shall be charged to the employee's accrued leave balance. The employee shall apply for bereavement leave in accordance with administrative procedures.