

~~Employees within the Minidoka County Joint School District No. 331 shall be granted bereavement leave with full pay not to exceed three (3) regularly scheduled consecutive school days. The leave is not to extend more than one (1) day beyond the date of the funeral of the deceased relative. Employees within the Minidoka County Joint School District No. 331 shall be granted bereavement leave with full pay not to exceed five (5) regularly scheduled school days for Level One relationships per event and three (3) regularly scheduled school days for Level Two relationships per event.~~

Provisions:

The following provisions are to help in the administering of this policy.

1. The employee may be asked to submit proof of relationship and of death to his/her immediate supervisor.

~~1. 2. — Relationship is defined as husband, wife, mother, father, son, daughter, brother, sister, grandfather, grandmother, brother in law, sister in law, daughter in law, son in law, mother in law, father in law, and grandchildren of either the husband or the wife, uncles, aunts, first cousins, nieces and nephews of either the employee or his/her spouse or member of household. Level one relationships are defined as husband, wife, significant other, mother, father, son, daughter, brother, sister, grandfather, grandmother and grandchildren of either the employee or his/her spouse or significant other. It may also include a member of the household who is not a family member.~~

~~2. Level two relationships are defined as uncles, aunts, first cousins, nieces, and nephews of either the employee or his/her spouse or significant other.~~

3. Time to attend funeral services of co-workers or students within the school district will be provided, as can be arranged and with the approval of their immediate supervisor.

~~1. 4. The leave provided for in paragraph one (1) above shall not be charged against the employee's sick leave. If, because of circumstances beyond the control of the employee, more than three (3) days will be required more than the allowable days will be required, a written notification should be made to the building principal Superintendent with details indicating the need for additional days. These days would be charged against the employee's sick leave. The written notification should be submitted as soon as possible, but no later than forty- eight (48) hours after returning to work. The employee should notify his/her supervisor immediately if special circumstances prevent him/her from returning to work after the third day. The employee should notify his/her supervisor immediately if special circumstances prevent him/her from returning to work after the allowable number of days.~~

5. ~~Except in circumstances beyond his/her control, each employee who has been absent shall notify his/her principal of his/her intended return by 2:30 P.M. of the prior day to said return.~~



LEGAL REFERENCE: Idaho Code 33-506

ADOPTED: Original Adoption Date Unknown

RATIFIED: 08/15/05

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