



Splendor ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 19, 2025

AGENDA ITEM NAME: Approve the Addition of a Bereavement Policy within the Current Employee Handbook

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Priority 2

BACKGROUND INFORMATION:

In response to a request, administration conducted a review of DEC(LOCAL) to explore the possibility of adding bereavement leave as a designated absence category.

A study of surrounding districts revealed a variety of approaches to bereavement leave, providing several viable policy options for Board consideration.

Based on this research, proposed revisions to DEC(LOCAL) have been developed to offer clarity and support for employees experiencing the loss of an immediate family member.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends adding language to DEC(LOCAL) to provide full-time employees with three days of paid bereavement leave in the event of the death of an immediate family member, specifically a spouse, child, sibling, or parent. This designated leave would not be deducted from the employee's state or local leave balances and is intended to support staff during significant personal loss.

ATTACHMENTS:

[DEC \(Local\)](#)

BUDGET INFORMATION: The cost of this new policy will be analyzed after this initial year of implementation. However, we do know it will cost the district up to \$375 per teacher per request. We anticipate 5-10 requests per year.

RESOURCE PERSONNEL: Dr. Shane Conklin

RECOMMENDED MOTION:

"I move that the Board approve the recommended revision to DEC(LOCAL) to include the addition of three days of paid bereavement leave for full-time employees in the event of the death of a spouse, child, sibling, or parent."