

Employees within the Minidoka County Joint School District No. 331 shall be granted bereavement leave with full pay as follows: not to exceed five (5) four (4) regularly scheduled school days for Level One relationships per event and three (3) regularly scheduled school days for Level Two relationships per event. If additional time is needed at any level, a written request must be submitted and approved by the Superintendent prior to taking the bereavement leave.

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. Evidence of proof should be discussed with supervisor.
2. 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.
3. Level two relationships are defined as uncles, aunts, first cousins, nieces, and nephews of either the employee or his/her spouse or significant other. It may also include a current member of the household who is not a family member.
4. 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.
5. Bereavement leave should be used within two (2) weeks of the death and/or services of the family member. If, because of circumstances beyond the control of the employee, the leave cannot be taken within this timeframe, a written request should be made to the Superintendent or designee with details indicating the need for timeframe adjustments.
6. A program or other proof of bereavement leave may be asked to be submitted to human resources.
- 5.7. If an employee who is unrelated is asked to conduct or participate in the program, the employee will submit proof showing they took part in the program. They will not be have to use leave.
- 6.8. 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 the allowable days will be required, a written request should be made to the Superintendent or designee with details indicating the need for additional days. These days would-may 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 allowable number of days.



LEGAL REFERENCE: Idaho Code 33-506

ADOPTED: Original Adoption Date Unknown

RATIFIED: 08/15/05

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