

Policy Type: Support Staff

Policy Title: Bereavement Leave and Funeral Attendance

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to define immediate family members and outline the use of bereavement days.

Policy Statement:

Bereavement leave will be granted in the event of death of any member of the employee's immediate family. The employee may use up to five (5) bereavement days. Bereavement days will be treated as sick days and the employee will receive sick pay, if available.

Members of the immediate family are defined as husband, wife, son, daughter, father, step-father, mother, step-mother, foster parents, grandparents, grandchildren, brother, sister, a relative living in the immediate household, and in-laws.

One-half (1/2) day sick time may be used for attendance at a funeral for non-immediate family members.