

Bereavement Leave

For purposes of bereavement leave your immediate family consists of:

Child	Brother	Spouse's Child	Spouse's Brother
Parent	Sister	Spouse's Parent	Spouse's Sister
Grandparent	Spouse	Spouse's Grandparent	
Grandchildren		Spouse's Grandchildren	

**Please put relationship to you in the description column in Employee Access*

Time Off Code:	Uses:
Bereavement immediate family	<p>Use this code for the first 3 days of bereavement leave for the immediate family members listed above.</p> <p>*This code will not be deducted from your sick leave</p>
Bereavement immediate family over 3 days	<p>Use this code when requesting your 4th or more day(s) of bereavement leave for immediate family in one fiscal year</p> <p>*Requires Superintendent Approval</p> <p>*Your first 3 days should be requested under bereavement immediate family (see above).</p> <p>*This code will be deducted from your sick leave</p>
Bereavement non-immediate family	<p>Use this code for all days requested to attend services for anyone not listed above.</p> <p>*Requires Superintendent Approval</p> <p>*This code will be deducted from your sick leave</p>

Frequently asked questions:

When and how do I request bereavement leave?

Please request all bereavement leave in advance when possible on Employee Access. In cases where you will be out the same or next day, please call your supervisor and then request the leave on Employee Access.

Who approves my bereavment leave?

All bereavement leave requests will be approved first by your supervisor and then by the superintendent.

Can I use bereavement leave to go to the hospital to be with my sick grandmother?

Bereavement leave cannot be requested for time gone from work prior to the death. Time off for immediate family who are sick; should be requested as sick, personal or no pay.

When is bereavement leave deducted from my sick leave?

The first three days of bereavement leave for your immediate family are not deducted from sick leave. All other bereavement leave will be deducted from sick leave on the last day of the month in which you took the leave. That process is run in the first few days of each month for the prior month.