

Bereavement Leave

| Time Off Code: | Uses: |
|----------------------------------|--|
| Bereavement family | Use this code for bereavement leave for the family members listed below for your bargaining group. |
| Bereavement non-immediate family | Use this code for all days requested to attend services for anyone not listed below for your bargaining group. |

When requesting bereavement leave in Skyward, your relationship to the deceased must be included in the description box for all time off entries.

Fridley Education Association (Teachers) for purposes of bereavement leave your immediate family consists of:

*Subd 1. Immediate Family: Up to forty (40) hours (5 days) of sick leave per year shall be granted for the purpose of enabling a teacher to make arrangements for and/or attend the funeral in the event of a death in the immediate family. The **immediate family** shall include the **spouse, child, foster child, brother, sister, parent, guardian, grandparents, grandchildren, parents-in-law, brothers' in-law, sisters-in-law, aunts or uncles**. In extenuating circumstances, a teacher can request approval from Human Resources for use of this benefit for an individual who is not listed above but who stands in the same relationship with the teacher. Additional days may be granted at the discretion of the Superintendent with the cost of the substitute rate of pay to be deducted from the teacher's salary.*

Subd 2. Non-Immediate Family: Absence due to the death of a person not listed in Subd. 1. will be limited to one (1) day per occurrence. Such absence will be deducted from accrued sick leave. If the teacher does not have sufficient accrued sick leave, the cost of a substitute rate of pay will be deducted from the teacher's salary for each occurrence.

For Clerical, Paras, Principals, Custodians and Nutritional Services:

*An employee shall be granted up to five (5) days bereavement leave per occurrence on the determination of the employee due to the death of a member of the family. The **family** includes **spouse, child, parent, sibling, grandchild, niece, nephew, aunt, uncle, grandparent, in-laws of the same degree, other parent of child and regular members of the immediate household**. In extenuating circumstances, an employee can request approval from Human Resources for use of this benefit for an individual who is not listed above but who stands in the same relationship with the employee. This leave shall be deducted from sick leave benefits. Additional bereavement leave may be granted at the discretion of the Superintendent or designee.*

Frequently asked questions:

When and how do I request bereavement leave?

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

Who approves my bereavement leave?

All bereavement leave requests will be approved first by your supervisor and then, by Human Resources.

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

Bereavement leave cannot be requested for time absent from work prior to the death. Time off for immediate family who are sick should be requested as sick, vacation or no pay in accordance to your contract.