

School District of Black Hawk

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Proudly serving the communities of Gratiot, Martintown, South Wayne, Wiota and Woodford



Bereavement Leave Request Form

Black Hawk School District's Leave Policy:

Bereavement and Emergency Leave

Up to five (5) days during the school year shall be granted per occurrence in the event of death of a employee's spouse, child, or parent. Any additional days will be deducted from accumulated sick leave.

Up to three (3) days during the school year shall be granted per occurrence in the event of death of a employee's grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, siblings, sister-in-law, brother-in-law and members of the immediate family or member of the household upon the approval of the District Administrator or the Board. Any additional days will be deducted from accumulated sick leave.

Up to one (1) day during the school year shall be granted per occurrence in the event of death of employee's or employee's spouse's aunt, uncle, niece or nephew. Any additional days will be deducted from accumulated sick leave.

Employee Name: _____

Date of Request: _____

Relationship of Family Member	Dates of Leave		Total Days
	Start Date	End Date	

Administration's Signature

Date