

POST FALLS SCHOOL DISTRICT NO. 273

Series 400: Certified Personnel: Leave and Absence

Policy No. 404.3

Policy Title: Funerals, Death in Immediate Family

Page 1 of 1

Following the death of a family member, employees may, based on personal need and supervisor's approval, be granted five days contiguous leave without loss of pay. Employees will submit a request for leave within two (2) weeks of the death of their immediate family member, with the understanding that the leave will be taken within one (1) calendar year of the death.

Death or bereavement leave is non-cumulative.

The "Employee's Family" is defined as an individual with any of the following relationships to the employee:

1. Spouse, and parents thereof;
2. Children, and spouses thereof;
3. Parents, and spouses thereof;
4. Siblings, and spouses thereof;
5. Grandparents and Grandchildren, and spouses thereof;
6. Relative residents/domestic partner and parents thereof; of the same household.

Legal References: IC 33-1216

Date of Adoption: 1/26/88

Amended: 8/14/00, 11/9/09, 1/11/16

Reviewed 2017, 2022