

## Certificated Human Resources

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### CERTIFICATED BEREAVEMENT LEAVE REQUEST

NAME: \_\_\_\_\_

SITE: \_\_\_\_\_

DATE: \_\_\_\_\_

I would like to request Bereavement Leave as follows:

Relationship: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Distance to Funeral: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

#### PVEA Contract – Article 11.10 – Bereavement Leave

- a. Bereavement Leave, without loss in pay or sick leave (as defined by Article 11.2 Sick Leave), will be granted for five (5) days for a death of a unit member's immediate family (mother, father, grandmother, grandfather, grandchild of the employee or of the employee's spouse, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or any relative living in the immediate household of the employee as defined in ED 44985). This section will also include step- child, step-parent, mother-in-law, father-in-law, brother-in-law, sister-in-law and registered domestic partner. The unit member is entitled to six (6) days if travel to the funeral/memorial is more than three-hundred (300) miles.
- b. Bereavement Leave shall be used within ninety (90) workdays of the death of an immediate family member. The days used do not have to be consecutive. In special circumstances, this time may be extended by the Director of Certificated Human Resources.

SEND FORM DIRECTLY TO PAYROLL DEPARTMENT

Rev. 09/01/2023



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**Pleasant Valley School District**

600 Temple Avenue • Camarillo, CA 93010 • (805) 482-2763 (Office) • [www.pleasantvalleysd.org](http://www.pleasantvalleysd.org)  
*PVSD prepares 21st century learners who are responsible members of our global society.*

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