

5.004. Bereavement Leave

In the event of death of a family member, as defined below, an employee may be granted up to three (3) days of paid leave with the permission of the Division Director. If additional leave is required due to unusual circumstances, the Executive Director or designee, upon written request by the employee, may grant additional days.

Staff shall also be granted the cumulative equivalent of one (1) paid leave day per annum to attend the funeral of someone not included in the definition of family member.

If staff request attending funeral services for a member of the CES community (student, staff member, parent/guardian of student), the program administrator may approve this request taking into consideration the number of staff members that can attend services without impacting programs/services. This time will not impact the employee bereavement leave balance.

*Family member includes:

An individual with any of the following relationships to the employee:

1. Spouse or domestic partner, and parent thereof;
2. Son and daughter, and spouse or domestic partner thereof;
3. Parent, and spouse or domestic partner thereof;
4. Brother and sister, and spouse or domestic partner thereof;
5. Grandparents and grandchildren, and spouse or domestic partner thereof;
6. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

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