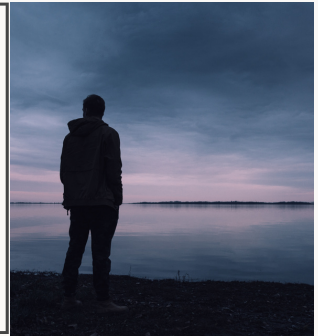


BEREAVEMENT

HOW TO REQUEST BEREAVEMENT DAYS

PLEASE GO TO WWW.DALLASISD.ORG/BENEFITS AND CLICK THE "FORMS" TAB ON THE RIGHT SIDE OF THE PAGE. YOU CAN THEN SELECT "BEREAVEMENT" AND FILL OUT THE FORM.



BEREAVEMENT INFORMATION

EMPLOYEES ARE ALLOWED UP TO 3 BEREAVEMENT DAYS PER QUALIFYING FAMILY MEMBER'S DEATH. THESE DAYS DO NOT HAVE TO BE CONSECUTIVE, BUT MUST BE DAYS YOU WERE EXPECTED TO WORK.



BEREAVEMENT REQUIREMENTS

THE DECEASED FAMILY MEMBER MUST FIT IN ONE OF THE FOLLOWING CATAGORIES.

Relation to the deceased: *Family is defined in the District's DEC(LOCAL) policy.*

- Spouse
- Son or daughter (including a biological, adopted, or foster child, a current son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis)
- Parent, stepparent, current parent-in-law, or another individual who stands in loco parentis to yourself.
- Sibling, stepsibling, sibling-in-law
- Grandparent, grandchild, or spouse's grandparent
- Any person related to the employee by blood or marriage who may be residing in the employee's household at the time of illness or death.



BEREAVEMENT PROCESS

