

# JEFFERSON UNION HIGH SCHOOL DISTRICT

## Leave of Absence Request Bereavement Leave

I hereby apply for bereavement leave as authorized by the Governing Board of the Jefferson Union High School District and applicable Education Codes. Employees may take up to five (5) days leave in the event of the passing of an employee's family member, relative or resident living in the employee's household, and persons as defined in Education Code and Board Policy.

Please select the applicable option(s) below:

**In the event of the passing of a spouse, parent, step-parent, child or step-child**

- ☐ Five (5) district-paid days leave

**In the event of the passing of other persons**

- ☐ Three (3) district-paid days leave shall be granted upon the death of any other immediate family member including grandmother, grandfather, grandchild, aunt, or uncle of the employee or of the spouse of the employee, son-in-law, daughter-in-law, sister, sister-in-law, mother-in-law, father-in-law, brother, brother-in-law or any relative or resident living in the unit member's household and persons as defined in Education Code and Board Policy.

- ☐ In cases where out of state travel is required, two (2) additional district paid days shall be authorized.

**OR**

- ☐ In cases where out of state travel is **not** required, employees may use available, applicable leave for an two (2) additional days leave.

**OR**

- ☐ No additional days requested.

Relationship of the deceased:

Out of state travel is required:

Employee Signature

Date

Supervisor Signature

Date