

SANTA FE ISD
Bereavement Leave

Allocated: _____

The Santa Fe ISD Human Resources Regulations regarding Bereavement Leave states:

An employee shall be granted in a school year the maximum of three paid bereavement days per occurrence to be used for the employee's absence due to the death of the employee's spouse, child, parent, brother, sister, stepson, stepdaughter, stepparent, stepsister, stepbrother, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, spouse's grandparent, or grandchild. The days shall be consecutive business days. The employee shall receive regular hourly or daily rates for days missed, provided the days are regularly scheduled workdays. The employee shall not be required to use available state or local leave to receive the maximum amount of three days of bereavement leave per eligible occurrence. Additional days of absence beyond the allotted maximum will result in a deduction of accumulated state or local leave. Appropriate documentation shall be provided for bereavement leave upon request.

Under this policy, I am requesting use of _____ days of Bereavement Leave through Santa Fe ISD (maximum 3 days.)

Employee Name:	Campus/Position:
Name of Deceased:	Relation to Employee:
Beginning Date of Leave:	Return from Leave:
Signature:	Department/Campus Approval:

This request has been reviewed by Benefits. The request for Bereavement Leave is:

Approved:	Reason:
Denied:	Reason:

Benefits Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

SFISD Superintendent Signature _____ Date: _____