



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

## Bereavement Leave

### For purposes of bereavement leave your immediate family consists of:

Child	Brother	Spouse's Child	Spouse's Brother	Spouse's sister
Parent	Sister	Spouse's Parent	Grandchildren	Spouse's Grandchildren
Grandparent	Spouse	Spouse's Grandparent		

*\*Please put relationship to you in the description column in Employee Access*

Time Off Code:	Uses:
Bereavement immediate family	Use this code for the first 3 days of bereavement leave for the immediate family members listed above. *This code will <b>not</b> be deducted from your sick leave
Bereavement immediate family over 3 days	Use this code when requesting your 4 <sup>th</sup> or more day(s) of bereavement leave for immediate family in one fiscal year. ESST hours can be used to make funeral arrangements, attend a funeral service or memorial or address financial or legal matters that arise after the death of a family member. *Requires HR Approval. *This code <b>will</b> be deducted from your sick leave  *Your first 3 days should be requested under bereavement immediate family (see above).
Bereavement non-immediate family	Use this code for all days requested to attend services for anyone not listed above. *Requires HR Approval. *This code <b>will</b> be deducted from your sick leave

### When and how do I request bereavement leave?

Please request all bereavement leave in advance when possible on Employee Access. In cases where you will be out the same or next day, please call your supervisor and then request the leave on Employee Access.

### Who approves my bereavement leave?

All bereavement leave requests will be approved first by your supervisor and then by HR.

### Can I use bereavement leave to go to the hospital to be with my sick grandmother?

Bereavement leave cannot be requested for time gone from work prior to the death. Time off for immediate family who are sick; should be requested as sick, personal or no pay.

### When is bereavement leave deducted from my sick leave?

The first three days of bereavement leave for your immediate family are not deducted from sick leave. All other bereavement leave will be deducted from sick leave on the last day of the month in which you took the leave. That process is run in the first few days of each month for the prior month.

**HUMAN RESOURCES**  
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