

**SAINT PAUL PUBLIC SCHOOLS  
PROPOSAL 4 EA  
ARTICLE 10  
06/16/25**

**EA Contract  
Bereavement Leave**

**RATIONALE:** The current language in all union contracts varies by union contract. The definitions of “family” are not inclusive of current family dynamics and cultures. It is insensitive to employees that the district can dictate who in their family is “worth” a bereavement day, and who is not. Additionally, the variations between contracts make it difficult to administer and difficult to justify to employees why they cannot use bereavement leave for someone when their colleague can because they are in a different union. The new proposed language is more generous and offers more flexibility than what is currently in the union contract, and it can more easily be applied across all union groups for equitable application,

**ARTICLE 10 – Compensatory Leave  
SECTION 10.2 – Bereavement Leave**

10.2.1 Eligibility. All full and part-time employees regularly assigned to work a minimum of forty (40) hours per biweekly pay period are eligible for bereavement leave as described in this section.

~~10.2.2 Specified Uses of Bereavement Leave. A leave of absence with pay, not to exceed five (5) days, shall be granted because of the death of an educational assistant’s spouse, child, step-child, parent, step-parent, and regular members of the immediate household. Up to three (3) days shall be granted because of death of other members of the educational assistant’s immediate family. Other members of the immediate family shall mean sister or step-sister, brother or step-brother, grandparent, grandchild, parent-in-law, son-in-law or daughter-in-law. Leave of absence for one (1) day shall be granted because of death of other close relatives. Other close relatives shall mean uncle, aunt, nephew, niece, brother-in-law and sister-in-law. Unused leave for such purposes shall not be accumulated. A day equals the amount of hours per day an employee is regularly scheduled to work during the leave. Up to three (3) days of bereavement leave may also be granted in special circumstances not anticipated by the language in this subsection with approval of the Human Resource Department.~~

~~10.2.3 Bereavement Travel Extension. Days of leave as specified in 10.2.2 above will apply for deaths which do not necessitate travel by the educational assistant beyond a two hundred (200) mile radius of St. Paul. In cases that do involve such travel, two (2) days of additional leave shall be granted for travel in excess of a two hundred (200) mile radius of St. Paul. Days used in this manner for extension of bereavement leave for travel purposes shall be permitted only as long as sick leave time is available and such days shall be subtracted from sick leave. The educational assistant shall provide the~~

principal/program administrator information on the location of the funeral outside St. Paul. A day equals the amount of hours an employee is regularly scheduled to work during the leave.

**10.2.2 Bereavement** leave of absence with pay shall be granted to allow an employee to grieve the loss of someone of significant importance to them. The maximum days of bereavement leave, not deducted from sick leave balance is as follows:

Up to five (5) days may be granted due to the death of an employee's spouse, child, step-child, child-in-law, parent, step-parent, parent-in-law, in loco parentis, grandchild, or other regular member of the employee's immediate household.

Up to three (3) days may be granted due to the death of other members of the employee's immediate family not listed above, such as sibling, step-sibling, sibling in-law that is not a regular member of the employee's immediate household. Up to two additional days of bereavement may be granted in special circumstances with approval of Human Resources.

One (1) day may be granted to attend the funeral of an extended family member, close friend, or SPPS work colleague. Up to two additional days of bereavement may be granted in special circumstances with approval of Human Resources.

**10.2.3** Additional days, deducted from the employee's available sick leave balance, may be used to accommodate when travel beyond a 200-mile radius of the employee's home is needed, to attend the funeral, and according to ESST usage rules for family members.