



THE SCHOOL DISTRICT OF
UNIVERSITY CITY
Transform the Life of Every Student Every Day!

BEREAVEMENT LEAVE

Article 4320.3

A maximum of four (4) days bereavement leave will be allowed per occurrence for death in the immediate family. Immediate family shall include:

- Father, mother, brother, sister, husband, wife, or child
- Mother in-law, father in-law, son in-law, daughter-in-law, brother-in-law, sister-in-law
- Foster parents, foster children
- Step parents, step children
- Grandparents, grandchildren, or members of one's own household regardless of relationship.

A maximum of two (2) days bereavement leave will be allowed per occurrence because of the death of:

- Uncle, aunt, niece, or nephew

One (1) day may be allowed for necessary travel over 300 miles round trip with approval of The Office of Human Resources.

Bereavement days must be taken consecutively but may be taken before and/or after the events/services. Intermittent bereavement days are not permitted.

The Office of Human Resources has the latitude to consider requests that fall under special circumstances category. Each case will be dealt with on an individual basis.

A bereavement form must be filled out for each occurrence with a supervisor's signature and then turned in to the Office of Human Resources for final approval. Additional information may be requested regarding proof of attendance and proof of travel distance. If approval is not granted, other types of leave will be used for the days absent.



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BEREAVEMENT LEAVE REQUEST FORM

Please note documentation will be required to prove attendance of services

Employee's Full Name _____

Email _____ Phone Number _____

Number of Bereavement days Requested _____

Bereavement Dates: from _____ to _____

Name of Deceased _____

Relationship to Employee _____

Date of Death _____ Date of Services _____

Place of Services (City & State) _____

Please submit documentation from services with this form.

Additional Comments _____

Employee Signature _____

Supervisor Signature _____

Office of Human Resources Approval Signature _____

1. Submit this form to the supervisor for signature.
2. Submit this form to the Human Resources department at: HR@ucityschools.org
3. Put your absence in Frontline/TimeClock Plus.

After approval, the absence will be changed to Bereavement by the Human Resources Dept.