



WCSD Bereavement Leave Frequently Asked Questions

What is bereavement leave?

Bereavement leave is time off provided to WCSD employees following the death of a qualifying family member. Employees may utilize sick time they have available as well as utilize any personal days. The number of Bereavement days is determined by your specific negotiated agreement. [Find information on your specific negotiated agreement here](#)

How do I apply for bereavement leave?

Complete a leave of absence request form. This form can be found [Here](#)

Who do I contact for questions or help?

WCSD Benefits Office: (775) 348-0321 or Benefits@washoeschools.net

Who qualifies as an immediate family member?

This may vary based on your negotiated agreement. Please refer to your specific negotiated agreement for further details. [Here](#)

Can I extend my bereavement leave?

A bereavement leave may not be extended. If an employee does not feel suitable to return to work, they may request an unpaid leave of absence or a medical personal leave of absence dependent on their particular circumstances. Please be in communication with your Benefits Specialist who can support and guide you through your options.

Do I need to provide documentation for my Bereavement Leave?

Documentation is not required for a bereavement leave of absence.

What if multiple family members pass away?

Bereavement leave is granted per occurrence. Each qualifying death allows for a new bereavement leave request.

Can bereavement leave be intermittent ?

Bereavement days do not need to be consecutive. The employee must communicate with their timekeeper if they are choosing to utilize bereavement time intermittently. If the employee is going to use bereavement time for more than 5 consecutive days a leave of absence will be required to protect the employee's absences.

Do bereavement days roll over or accumulate?

No. Bereavement leave is granted as needed and does not accrue over time.