Bereavement/Funeral Leave

An additional paid leave up to a maximum of five (5) working days funeral leave shall be granted by reason of death of:

1. husband / wife,
2. brother / sister,
3. father / mother,
4. mother-in-law / father-in-law,
5. son or daughter (or a child for whom you have legal custody/guardianship),
6. step-child,
7. brother-in-law / sister-in-law,
8. son-in-law / daughter-in-law,
9. grandparent,
10. grandparent-in-law,
11. step-parent,
12. grandchild,
13. aunt,
14. uncle,
15. niece,
16. nephew, and /or
17. any person who is living in the employee's home as a member of the family.

- Upon request, proof of death must be provided to the employee's immediate supervisor.
- These days do not have to be taken consecutively but must be taken in the same school year.
- Additional days may be granted by the Superintendent, depending on travel and circumstances.
- In the event of a death of current/retired employee or current student, the building administrator shall make reasonable accommodations to allow teachers to attend the funeral service and then return to their assignments. Teachers who wish to extend their visitation beyond the funeral service will be required to take a leave day.