PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.4 Bereavement Leave

A. All regular employees in the classified service shall be granted leave with pay if they experience the death of a family member, as defined in paragraph B of this Rule. Employees are eligible for up to three days of paid bereavement leave. If travel of 350 miles or more (or out-of- state travel of any distance) is required, the employee is eligible for up to five total days of paid bereavement leave. No deduction shall be made from the salary of the employee nor shall such leave be deducted from other leaves granted by the County Superintendent or these rules. Bereavement leave is not part of the employee's annual leave grant and shall not be accumulated from year to year.

B. Member of the family shall mean the employee's spouse or registered domestic partner; son, daughter, son-in-law, daughter-in-law, parent, grandparent, grandchild, or sibling of the employee or of the employee's spouse or registered domestic partner; or any other relative living in the immediate household of the employee.

A son or daughter is defined as a biological, adopted, or foster child, stepchild, or legal ward of the employee or of the employee's spouse or registered domestic partner; or a person to whom the employee stands in loco parentis – all definitions applicable regardless of age or dependency status. Son-in-law and daughter-in-law are defined as the spouse or registered domestic partner of a child, as defined here.

A parent is defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or employee's spouse or registered domestic partner; or a person who stood in loco parentis when the employee was a minor child.

C. Personnel Necessity leave may be used for additional days' absence that exceed these provisions, as provided under Personal Necessity Leave, Rule No. 4464.5.

D. If no additional paid leave is available, the employee may request leave without pay.

Reference:
Education Code Sections 45101 and 45207

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