

## BEREAVEMENT LEAVE

Teachers shall be granted bereavement leave according to the terms of the current Master Agreement. Other certified employees and classified employees who regularly work twenty (20) hours or more per week that experience a death in the immediate or extended family shall be eligible for bereavement leave of up to five (5) days with full pay for each incidence for members of their immediate family and up to three (3) days of bereavement leave for members of their extended family. Employees who work less than twenty (20) hours per week shall be allowed bereavement leave of up to five (5) days without pay for each incidence. Bereavement Leave is non-accumulative and non-transferable.

### Approval Guidelines

1. The principal or department supervisor may approve the use of up to two (2) days of accrued sick leave as additional bereavement days.
2. Bereavement leave of greater than five (5) days shall be leave without pay and must be approved by the Board.
3. Bereavement Leave shall be used within two (2) weeks of the death and/or services for the family member.
4. Exceptions to these rules must be submitted to the employee's supervisor for approval..

### DEFINITIONS

**Immediate Family:** Immediate family members are defined as spouse, children, mother, father, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren. Step-relationships that follow these relationships will also be considered for Bereavement Leave.

**Extended Family:** Extended family members are defined as aunt, uncle, niece, or nephew, including those by marriage.

Adopted: 05-19-2009

Reviewed:

Revised: 03-09-2022

Cross Reference: Sick Leave #5400  
Sick Leave Procedures #5400P  
Personal Leave #5404  
Personal Leave Procedures #5404P  
Professional Leave #5406

Leaves of Absence #5408  
Jury Duty #5412  
Witness for Court Appearance Leave #5413  
Long-Term Illness-Temporary Disability-Maternity Leave #5420  
Long-Term Illness-Temporary Disability-Maternity Leave Procedures #5420P  
Leave Without Pay #5425  
Leave Without Pay Procedures #5425P  
Military Leave #5427  
School Holidays #5440  
Vacation Leave #5450  
Substitute Teachers #5700  
Substitute Teachers #5700P

Legal Reference: 42 USC 2000e Equal Employment Opportunities  
I.C. § 33-1216 et seq. Sick and other leave