

Bereavement Leave

Reference Number	Board Approval	Effective Date	Page
4.10	5/2000	6/1/2000	1 of 1

Eligibility for full-time, a maximum of three (3) days leave of absence with pay may be granted in the case of death in the full-time employee's immediate family. Immediate family members are defined as the following: spouse, children, parents, grandparents, sisters, and brothers of employee; parent in-laws, sister in-laws, brother in-laws, and step children. Department supervisors may grant one paid day off for bereavement leave in extraordinary cases that do not involve the full-time employee's immediate family. Part-time employees are not paid for days off because of death in family, but will be granted a reasonable number of days off without pay.