

Category: 7000 PERSONNEL	Policy Number: 7605
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Policy Title: Bereavement Leave	Effective Date: March 17, 2010
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Up to two (2) days bereavement leave per incident shall be available to employees for the purpose of attending funerals of members of the employee's immediate family, i.e., spouse, parents, spouse's parents, children, step-children, brother or sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, spouse's grandparents, or grandchildren. Additional bereavement leave chargeable to sick leave may be taken.

Time for attending the funeral of a close friend, associate, or relative may be allowed at the discretion of the Superintendent or his designee. Days used for this purpose shall be deducted from the employee's sick leave entitlement.