

BEREAVEMENT LEAVE

In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a licensed employee for no more than 5 days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes spouse, child, mother, father, sister, brother, grandfather, grandmother, granddaughter, grandson, mother-in-law, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, step-mother, step-father, step-mother-in-law, step-father-in-law, step-sister, step-brother, brother-in-law and sister-in-law of the employee.

No more than 2 days of bereavement leave per year will be granted for the death of a friend or other relative outside the employee's family as defined above.

Unusual circumstances will be dealt with on a case-by-case basis by the Superintendent.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the bereavement leave of such employees shall be followed.

LEGAL REF.: Iowa Code 20.9; 279.8

CROSS REF.: 409 Vacations and Leaves of Absence

Date of Adoption: **July 9, 2002** Reviewed: **December 2016** Revised: **October 12, 2020**