

CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE

In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave granted may be a maximum of 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, parent, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandfather, grandmother, grandson, granddaughter, step-son, step-daughter, step-mother, step-father, step-mother-in-law, step-father-in-law, step-sister, step-brother and any other member of the immediate household.

A maximum of 2 days of bereavement leave per year will be granted for the death of a close friend or other relative not listed above.

It shall be within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

LEGAL REF.: Iowa Code 20.9; 279.8

CROSS REF.: 414 Vacations and Leaves of Absence

Approved **February 10, 1992**

Reviewed **December 2016**

Revised **August 19, 2002**
January 9, 2012
February 8, 2021