Title: All Personnel

Bereavement Leave

Full-time and part-time employees may apply for leave with pay to attend the funeral/memorial service for family members.

In the event of a family member's death, authorization for funeral leave will be:

Five (5) days or less for employee's:
- Spouse
- Son or daughter including step relationship
- Father or mother including step relationship

Three (3) days or less for employee's:
- Son-in-law or daughter-in-law including step relationship
- Grandchild

Two (2) days or less for employee's:
- Father-in-law or mother-in-law including step relationship
- Brother or sister including step relationship

One (1) day for employee's:
- Brother-in-law or sister-in-law including step relationship
- Grandparent or grandparent-in-law
- Foster child

A completed Request and Authorization for Leave is required.

When a negotiated master contract exists, the terms shall be as specified in that agreement for those covered employees.