

13.3.1 Bereavement LEAVE (Salaried Staff employees Only)

March, 1990; Rev/May, 2000; Rev/May 2003; Rev/July 2008 Rev/September 2010, (Effective Date December 01, 2010)

Qualifying individuals under Section 13.3 shall be those staff employees who work at least seventy-five percent (75%) of a fiscal year. This could mean an individual who works full time (40 hours per week) for nine (9) months or individuals who work a combination of these circumstances.

13.3.1. BEREAVEMENT LEAVE (Staff Employees)

Employees may be granted leave with pay for a period of up to three (3) work days in the event of each death in the immediate family. Immediate family is defined as father, mother, husband, wife, son, daughter, sister, brother, grandchildren, grandparent, , mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law or significant others at the discretion of the Human Resources Director. Such leave shall not be charged against sick leave or annual leave.

Time taken in addition to the three days should be charged to vacation leave, personal leave or leave without pay.

Bereavement Leave should be tracked on the monthly leave report.