

BEREAVEMENT LEAVE

Bereavement leave may be taken in compliance with current contract provisions or if no contract provision exists as follows with no deduction from sick leave:

- 1) Up to three (3) days for each occurrence of death of immediate family (parent, brother, sister, husband, wife, son, daughter, grandparents, spouse's parents).
- 2) One (1) day will be granted for bereavement for a person of close personal ties.
- 3) In cases where emergency factors of long distance are involved, the employee may request up to two (2) additional days leave.



POLICY ADOPTED
RENUMBERED
REVISED

February 12, 1996
May 12, 2003
March 22, 2004