
LEAVE FOR PERSONAL HEALTH, FAMILY HARDSHIP, BEREAVEMENT OR CHILD ADOPTION

Upon the recommendation of the Superintendent, the Board may grant employees leaves of absence up to one (1) year in length for restoration of health (based upon a physician's recommendation) or the alleviation of hardship involving themselves or their immediate families.

Requests for adoption leave shall be considered under this policy.

Employees granted such leaves will be re-employed at the beginning of the school year following the year in which the leave was granted or at an earlier date if convenient to the District.

The assignment of the returning employee will be at the convenience of the District.

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.



<i>POLICY ADOPTED</i>	<i>May 8, 1972</i>
<i>REVISED</i>	<i>April 30, 1974</i>
<i>REVISED</i>	<i>December 13, 1976</i>
<i>RE-ADOPTED</i>	<i>January 13, 1986</i>
<i>RE-ADOPTED</i>	<i>February 12, 1996</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>
<i>REVISED</i>	<i>October 11, 2011</i>