



Bereavement Leave Policy (Revised March 13, 2006)

In the event of death of a spouse, child, parent, legal guardian, brother, sister, grandparent, grandchild, mother-, father-, sister-, brother-, son-, or daughter-in-law, foster parent, foster children and grandchildren, or any relative living in the household of the employee, employees who are otherwise eligible for paid time off may be granted three (3) days necessary leave of absence with pay.

Bereavement leave in excess of three (3) days, but not to exceed five (5) days may be granted to employees who are otherwise eligible for paid time off when traveling beyond a 300 mile radius in connection with bereavement.

Additional days of leave without pay may be requested by the eligible employee and approved by the Executive Director on a case by case basis.