

Bereavement Leave

1050.1 PURPOSE AND SCOPE

This policy provides general guidance regarding bereavement leave and shall apply to probationary and regular employees in all classifications.

1050.2 POLICY

In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three days. This paid leave benefit is separate from, and in addition to, any sick leave and vacation time accruals. Verification may be required by the District Administration Officer. "Immediate Family" is defined as being a spouse, domestic partner, parent, step-parent, child (adopted, natural, or to whom employee stands *in loco parentis*), brother, sister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law (in-laws include the parents or siblings of a domestic partner), or any other person residing in the immediate household of the employee at time of death.

1050.3 PROCEDURES AND RESPONSIBILITIES

Employees requesting bereavement leave shall:

- (a) Provide as much advance notice to their supervisor of the requested bereavement leave as reasonably possible.
- (b) Provide verification if requested by the District Administration Officer.