

All full-time employees who are eligible shall be granted bereavement leave upon approval by the appropriate administrator. All eligible employees shall be allowed a maximum of two (2) weeks, or ten (10) workdays, of unpaid bereavement leave. Of that time, employees shall be allowed three (3) days of leave with pay and use of two (2) days of paid sick leave per fiscal year per occurrence.

Approved additional paid time beyond the two (2) weeks, or ten (10) day, maximum will be deducted from either available personal or sick leave.

Eligible employees must provide at least 48 hours' advance notice of intention to take bereavement leave and leave must be completed within 60 days after the date on which notice is received of the qualifying event.

Employees may be required to provide reasonable documentation certifying that the qualifying event has occurred.

In the event of a conflict between this policy and an applicable collective bargaining agreement or individual contract, the applicable collective bargaining agreement or individual contract will control.

Adopted:

Amended: July 18, 2023; December 3, 2019

Legal Ref: