

United General District 304

Policy Manual

309 Bereavement Leave

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All FTE'd employees who wish to take time off due to the death of a family member or a member of their household should notify their supervisor immediately.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid time off (PTO) for additional time off as necessary.

Bereavement leave will only be paid for days when an employee was actually scheduled to work.

Bereavement pay is calculated based on the base pay rate at the time of absence.

Bereavement leave must be used within nine (9) months of the date of death.

Up to 56 hours, prorated by FTE, paid bereavement leave will be granted for the following including in-law equivalents:

- Spouse or domestic partner
- Parent, including person who was the legal guardian of the employee or person who stood in loco parentis to the employee
- Child (birth, foster, adopted, step)
- Grandparents
- Grandchildren
- Household member with whom the employee is emotionally and financially interdependent

Up to 16 hours, prorated by FTE, paid bereavement leave will be granted for the following including in-law equivalents:

- Siblings
- Aunts and Uncles
- Nieces and Nephews
- Individuals who live in the same household

The District has the right to ask you to show evidence of the death of the individual through a death certificate or any other form of published or documented verification as well as your relationship to the decedent.