Bereavement Leave

Upon proper notice to the supervisor, all full-time administrators shall be entitled to three (3) days of leave without loss of salary for the death of any member of his/her immediate family. Part-time benefits-eligible administrators shall be entitled to 1-1/2 days of leave. The immediate family shall include staff member’s spouse, their parents, grandparents, children, step-children, and grandchildren, sister/brothers, sisters/brothers-in-law, sons/daughters-in-law, step sisters/brothers and other persons under exceptional circumstances who have lived with them for a period of years. Additional bereavement leave, not to exceed three (3) days, may be granted by the President and will be deducted from the staff member’s accumulated sick leave account.