
BEREAVEMENT LEAVE

Three (3) days will be allowed for a death in the immediate family of a Full Time/Full Year or Full Time/Part Year staff member. The term “immediate family” includes the following: husband, wife, son, stepson, daughter, stepdaughter, mother, stepmother, mother-in-law, father, father-in-law, stepfather, brother, stepbrother, half brother, sister, stepsister, half sister.

One (1) day will be allowed for a death of specific other family members. This includes the following: son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, aunt and uncle.

In the event of a death of a significant other, close personal friend or relative not named in the family list, the staff member may request immediate use of vacation time of up to five (5) days. (At the discretion of the Executive Director, such vacation time may be allowed.)

*Approved by BOD 12/11/2001
Approved by Policy Council 01/31/2001*