

**BEREAVEMENT AND HOSPITALIZATION LEAVE
(REGULATIONS)**

The board of education will provide up to five (5) workdays of leave during a fiscal or school year, without loss of pay, for a life-threatening serious illness or accident certified by a physician that the likelihood of survival is less than 50%, or death in the family of an employee. Such leave must first be requested and approved by the campus director and the superintendent; and documentation of the event as may be requested to be provided to the campus director upon return to duty.

For the purposes of this policy only, family is defined herein as the employee's spouse, parent, child, brother, sister, grandparent, grandchild, or each similar relationship as established by marriage.

If the employee requests to be absent for a funeral other than family as defined herein, the absence shall be charged to other leave the employee has accrued and is appropriate for this purpose. If all leave has been exhausted, a request for "leave without pay" may be considered. All requests must be made through the supervisor and approved by the campus director and superintendent.

Leave shall be granted only when occurring during the duration of the employee's contract.

Adopted: January 1994 as policy P-122
Revised: November 1995