

Management, Supervisory and Confidential Personnel

BEREAVEMENT LEAVE

The employee shall be granted necessary leave of absence, not to exceed three days or five days if an excess of 200 miles of one-way travel is required, because of the death of any member of his/her immediate family (mother, mother-in-law, father, father-in-law, grandmother, grandfather or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or of the spouse of the employee), or any relative living in the immediate household of the employee. An extension of these time limits or an inclusion of other members of the immediate family may be granted at the discretion of the Superintendent. No deduction shall be made from the employee's salary for such leave.

The Superintendent or appropriate Assistant Superintendent shall be notified prior to each leave unless extenuating circumstances prevent such timely notification.

Legal Reference:

EDUCATION CODE

44985 Leave due to death in immediate family

45194 Bereavement leave