

4210 Bereavement Leave

Bereavement leave will be allowed for the purpose of attending to the death of a member of an employee's immediate family. Immediate family is defined in regulation 4210-R.

Five days absence with pay will be allowed for each death in the immediate family. The District understands the deep impact death can have on an individual or family; therefore, the use of an employee's accumulated sick leave may be granted beyond bereavement days. The employee will make arrangements with his or her supervisor for the use of sick leave days beyond bereavement leave.

Each request for bereavement leave must be submitted to the immediate supervisor. A time off [request form](#) is to be completed prior to, or upon return from, bereavement leave.

ADOPTION DATE:

May 23, 1972; Revised August 14, 1984; August 12, 1986; July 12, 1988; August 6, 1991; March 27, 1995; Reviewed January 23, 2007; Revised September 13, 2011; Reviewed May 26, 2015; **Revised February 28, 2023**

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 4210-R