

All full-time employees who are eligible shall be granted bereavement leave upon approval by the appropriate administrator, all employees shall be allowed three (3) days of absence with pay per occurrence. No more than five (5) days may be used per contract year. In addition, employees shall be allowed to use two (2) days of sick leave per year for bereavement purposes. Approved additional time will be deducted from either personal or sick leave upon an employee's request.

In the event of a conflict between this policy and an applicable collective bargaining agreement or individual contract, the applicable collective bargaining agreement or individual contract will control.

Adopted:
Amended: December 3, 2019
Legal Ref: