

**Policy Name: Classified Personnel Personal
Bereavement Leave****Policy Code: 8.07. A****Date Adopted: R/A 5/21/12**

Classified personnel shall be allowed each year, in addition to sick leave, a maximum of two (2) days absence at the cost to the employee of a personal day for funeral attendance and/or legal business related thereto when circumstances involve the following:

- 1. Employee's family- spouse, children, grandchildren, parents, siblings, and grandparents of the employee.**
- 2. Mother, father, brother, sister or grandparents of the employee's spouse.**

The maximum leave under this policy is two (2) days per contract year. Said leave is not cumulative.

Bereavement days do not have to be consecutive.

Sick days may be used if the maximum number of bereavement days, two (2), have been exhausted or the employee chooses to use sick leave in lieu of bereavement days.