

## CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE

There are three categories of bereavement leave:

1. Employees shall be granted a maximum of five (5) days leave without loss of salary for the death of the employee's spouse, child, step-children or parents per occurrence.
2. Employees shall be granted with full pay a total of three (3) days leave for the death of the employee's step-parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, and any other member of the immediate household per occurrence.
3. In addition, leaves may be granted with full pay in the event of the funeral of a friend or relative other than those included in the employee's immediate family, as defined above, but such decision shall be discretionary with the Superintendent. The Superintendent shall require such reasonable evidence as he/she may desire confirming the length and necessity of leaves for funerals of those outside the "immediate family."

The total combined leave for personal days, immediate family illness and category #3 bereavement shall not exceed 5 days per year. Employees who begin employment after the beginning of the contract year shall be granted a pro-rata share of the five combined leave days.

Legal Reference: Iowa Code §§ 20.9; 279.8 (2007).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved 1/20/1990

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Revised \_\_\_\_\_