



# Bereavement/Funeral Leave Form

**Bereavement Leave:** Should there be a death in the employee’s immediate family, the employee shall be entitled to be absent without suffering loss of compensation for a period up to seven (7) consecutive calendar (not school) days. In computing this allowable absence, the calendar day which immediately follows the death, rather than the date on which the death occurs, shall be counted as the first day. Documentation of relationship may be requested. For the purpose of bereavement leave, the term “immediate family” shall mean:

- Father    Mother    Father-in law    Mother-in law    Step-father    Step-mother    Grandparent
- Grandparent-in-law    Brother    Sister    Husband    Wife    Child    Grandchild    Step-Child
- Son-in-law    Daughter-in-law    Legal guardian    Step grandchild    IRS eligible dependent

Or any person who has been domiciled and residing in the employee’s home as a lifelong member of the employee’s family

**Funeral Leave:** One (1) day’s absence shall be allowed without loss of compensation for attendance at the funeral of:

- Uncle    Aunt    Nephew    Niece    Brother-in-law    Sister-in-law    Uncle-in-law    Aunt-in-law

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Printed Name \_\_\_\_\_

Date of Leave: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal or Director

\_\_\_\_\_  
Date