

Bereavement Leave Request Form

USD 232 BEREAVEMENT LEAVE POLICY :

Bereavement Leave may be used in the event of a death within the Professional Employee's immediate family.

- For purposes of this section, immediate family shall include individuals related by blood or affinity whose close association with the Professional Employee is the equivalent of a family relationship.
- Up to three (3) days of Uncharged Bereavement Leave will be granted per occurrence.
- Up to five (5) days of General Leave may be used per death for the purpose of bereavement. In the event of an emergency, additional days may be granted by the Superintendent Designee. After current Discretionary Leave has been exhausted, if additional days are needed, the Professional Employee may use accumulated sick leave without exhausting Personal Leave.

Instructions :

Employees should use this form to *request/report absences* related to a funeral/bereavement. Once the form has been completed, it must be submitted to their principal or direct supervisor.

Approved, uncharged leave (maximum of 3 days) will be entered by district payroll.

****Any days taken in addition to three days of uncharged leave should be entered into skyward by the employee.**

Employee Name : Date of Request :

Building :

Relationship of Family Member	Date of Death	Date of Funeral	Dates of Leave	
			Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Comments :				Total Hours
				<input type="text"/>

Employee Signature : Date :

Supervisor Signature : Date :

Human Resources Signature : Date :

