

Code No. 414.4 CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE

In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave granted may be for a maximum of 5 days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes child, spouse, or parent. Classified employees are entitled to a maximum of 3 days for brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and 1 day for grandparent, grandchild, distant relative or friend. A second day will be granted if distance requires additional time. Any days thereafter shall be personal leave. If a staff member has used his/her person leave, the may take extended personal leave by paying the cost of the substitute. This leave is for each occasion and is not accumulative. It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

Legal Reference:

Iowa Code §§ 20.9 ;279.8 (2003).

Cross Reference:

414 Classified Employee Vacations and Leaves of Absence

First Reading: July 18, 2018

Second Reading: August 20, 2018