

**BEREAVEMENT LEAVE**

Full-time employees are granted yearly two (2) days, no deduction in salary, for each occurrence of death of a member of the employee's immediate family. Immediate family is defined as an employee's spouse, children, parents, brothers, sisters, grandparents, grandchildren, and corresponding in-laws. In case of death in the immediate family, an extra three (3) days shall be allowed upon the request of the teacher. A written request is required in advance signed by the principal and submitted to the superintendent for approval. If there is not time for a written request, a phone call to the principal or superintendent requesting approval will be acceptable. If time did not permit prior notice, the teacher will submit a written request immediately upon return to duty. All death leave benefits shall be noncumulative. The district will pay the substitute.