

## SAYDEL COMMUNITY SCHOOL DISTRICT

### LICENSED EMPLOYEE BEREAVEMENT LEAVE

In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a licensed employee for no more than five 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 spouse, child, parent, brother, and sister. Employees will be allowed a total of five days per occurrence for the death of a mother-in-law or father-in-law. Employees will be allowed a total of three days per occurrence for death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild or grandparent.

No more than two days of bereavement leave per year will be granted for the death of an employee's extended family and friends.

It will be within the discretion of the Superintendent to determine the number of bereavement leave days to be granted.

**Legal Reference:** Iowa Code §§ 279.8.

**Cross Reference:** 409 Licensed Employee Vacations and Leaves of Absence

**Approved:** 2-17-97

**Reviewed:** May 2018

**Revised:** May 2018