

**School District of University City
Bereavement Leave Form**

Bereavement Leave

Article 4320.3

A maximum of four (4) days bereavement leave will be allowed per occurrence for death in the immediate family. Immediate family shall include father, mother, brother, sister, husband, wife, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, foster parents, foster children, step parents, step children, grandparents, grandchildren, or members of one's own household regardless of relationship.

A maximum of two (2) days bereavement leave will be allowed per occurrence because of the death of an uncle, aunt, nephew, or niece.

One (1) travel day may be allowed for travel over 300 miles round trip.

Bereavement days must be taken consecutively but may be taken before and/or after the events/services. Intermittent bereavement days are not permitted.

The Assistant Superintendent for Human Resources has the latitude to consider requests that fall under special circumstances category. Documentation may be required to prove attendance at the services.

Employee Name: _____ Phone #: _____

I request that my absence of _____ days, from _____ to _____

due to a death in my family, be charged to bereavement leave.

Name of Deceased: _____

Relationship to Employee: _____

Date of Death: _____ Date of Funeral: _____

Place of Service: _____ (city and state)

Additional Information: _____

Employee's Signature: _____

Supervisor's Signature: _____

Assistant Superintendent of Human Resources Signature: _____

PERSONNEL SERVICES

Article 4320.3

Absences, Leave and Vacation

Bereavement Leave

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A maximum of two (2) days bereavement leave will be allowed per occurrence because of the death of an uncle, aunt, nephew, or niece. For bereavement leave involving the death of uncle, aunt, nephew, or niece, one travel day may be allowed for necessary travel over 300 miles round trip with approval of the Assistant Superintendent of Human Resources.

Bereavement days must be taken consecutively but may be taken before and/or after the events/services. Intermittent bereavement days are not permitted.

The Assistant Superintendent of Human Resources has the latitude to consider requests that fall under special circumstances category. Each case will be dealt with on an individual basis.

A bereavement form must be filled out for each occurrence with a supervisor's signature and then turned in to the Assistant Superintendent of Human Resources for final approval. Additional information may be requested regarding proof of attendance and proof of travel distance. If approval is not granted, other type of leave will be used for the days absent.

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University City School Board