

CERTIFICATED EMPLOYEE BEREAVEMENT LEAVE

Each teacher will be allowed a maximum of two bereavement days per year without loss of pay. Bereavement days expire if not used by the end of the school year and cannot be converted for other uses.

In the event of the death of a family member, each teacher will be allowed the option to use these two bereavement days, as well as additional sick leave.

A combination of bereavement and sick days, not to exceed a total of 5 days, may be used per occurrence in the event of the death of the following family members: wife, husband, son, daughter, mother, father, sister, brother, brother-in-law, sister-in-law, grandparent, or grandchild.

A combination of bereavement and sick days, not to exceed a total of 3 days, may be used per occurrence in the event of the death of the following family members: mother-in-law, father-in-law, son-in-law, and daughter-in-law or the child of a spouse.

A combination of bereavement and sick days, not to exceed a total of 2 days, may be used per occurrence in the event of the death of the following family members: aunt, uncle, niece, nephew or cousin. One additional sick day may be allowed for travel purposes if the services are held outside of a 100-mile radius of Wakefield.

All requests must be handled through the administration.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the bereavement leave of such employees shall be followed.

Cross Reference: 410 Certificated Employee Vacations and Leaves of Absence
 410.02 Certificated Employee Sick Leave

Approved 8-15-05

Reviewed _____

Revised 7-13-06