

REQUEST FOR BEREAVEMENT LEAVE

BEREAVEMENT LEAVE: In addition to sick leave, each employee shall be granted three (3) days bereavement leave, per school year at full pay for a death in the immediate family.

The immediate family for purposes of this section shall include: spouse, parent (stepparent, parent-in-law), child (stepchild, son-in-law, daughter-in-law), grandparent, grandparent-in-law, grand child, sister (stepsister, sister-in-law), brother (stepbrother, brother-in-law), aunt, uncle, niece, nephew, legal guardian, and any other relative living in the household of the employee.

NAME OF EMPLOYEE \_\_\_\_\_

BUILDING \_\_\_\_\_ POSITION \_\_\_\_\_

I would like to request the day or days of \_\_\_\_\_

\_\_\_\_\_

to be used for bereavement leave.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE