

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 7 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 child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, grandparents of the employee.

The superintendent may grant at his/her discretion up to two days in the event of the death of a friend or relative outside the employee's immediate family as defined above. Absence due to funerals for other than the aforementioned relatives must be approved by the Superintendent of Schools prior to taking such leave. Funeral leave is non-accumulative per year or per incident.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

Legal Reference: Iowa Code §§ 20.9; 279.8

Cross Reference: 409.1 Licensed Employee Vacations and Leaves of Absence

Approved _____ Reviewed 11/18/13, 11/21/16, 7/15/19, 7/18/22 Revised _____