

CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE

In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave granted may be for a maximum of 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, grandchild, or grandparent of the employee.

The superintendent may grant at his discretion up to two (2) 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 relative must be approved by the Superintendent of Schools prior to taking such leave. Funeral leave is non-accumulative per year or per incident.

Legal Reference: Iowa Code §§ 20.9; 279.8

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved \_\_\_\_\_ Reviewed 3/24/14, 1/16/17, 10/21/19, 10/17/22 Revised \_\_\_\_\_