

PROFESSIONAL STAFF LEAVE FOR BEREAVEMENT

Any professional employee not covered by a negotiated contract, who must be absent from work due to a death or serious illness in his/her immediate family, shall be allowed to draw up to five days of sick leave credits and shall be paid his/her full salary for such period.

"Immediate family" shall include: spouse and the parents of the spouse, the parents, custodial parent, guardian, children, step-children, brothers, and sisters, wards, grandparent and grandchildren of the employee.

Employees may attend funerals of distant relatives and friends, without loss of pay, the time lost being deducted from sick.

Current practice codified 1975

Adopted: date of manual adoption

Revised: December 11, 2019