

## 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, parent, child, brother, and sister.

Employees may attend funerals of relatives and friends, without loss of pay, and shall be permitted to draw the time needed from sick leave credits.

Current practice codified 1975

Adopted: date of manual adoption

Department of Public Schools, Augusta, Maine