

**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**