

PERSONNEL SERVICES

Policy 4312

Absences, Leave and Vacation

Bereavement Leave-Certificated Personnel and Support Staff

In case of death in an employee's or his/her spouse's immediate family (spouse, children, parents, grandparents, grandchildren, brothers, sisters only), up to three (3) days bereavement leave shall be granted without penalty for each circumstance. This time shall not be deducted from the employee's accumulated sick leave. Days shall be approved up to and including the day immediately following the funeral. The superintendent or building principal may grant extended bereavement leave (beyond the three (3) days noted above). The employee shall request said extension in bereavement leave shall be evaluated on a case by case basis. Days missed as a result of an extension in bereavement leave shall be deducted from the employee's accumulated sick leave.

In the event a certificated employee desires to attend the funeral of someone other than a member of his/her immediate family, the absence may be approved on a case by case basis by the superintendent or by the appropriate building principal. Said absence shall be requested in advance and shall be deducted from the employee's accumulated sick leave. The superintendent or the appropriate building principal may limit the number of days that the employee's absence is approved.

The superintendent or appropriate building principal may designate an employee or employees to attend a funeral as an official representative or representatives of the district. Such absences shall not be deducted from the employee's accumulated sick leave.

Amended: July 20, 1992

Ref: South Iron R-I Board Policy

Legal Ref: 168.122 RSMo