

**PERSONNEL SERVICES**

**Policy 4317**

**Absences, Leave and Vacation**

**Summer School Employee Leave**

In case of death in a summer school employee's or his/her spouse's immediate family (spouse, children, parents, grandparents, grandchildren, brothers, sisters only), up to two (2) days bereavement leave shall be granted for each circumstance. Days shall be approved up to and including the day after the funeral.

Summer school employees are not entitled to other form of leave (personal or immediate family sick leave, personal day(s), professional development, etc.). Summer school employees who are absent for any reasons other than bereavement leave (employee's or spouse's immediate family only) shall not be paid for time missed.

Adopted: August 1998