

Personnel

BEREAVEMENT LEAVE

SR 4600.07

Purpose:To provide a paid leave of absence in the event of a death in employee's immediate family.

Timeline:Three (3) to five (5) days depending upon circumstances.

The County Superintendent complies with the Education Code mandating bereavement leave. Therefore, employees shall be entitled to bereavement leave in the event of a death in the immediate family unless otherwise defined in the applicable collective bargaining agreement. Immediate family includes spouse/domestic partner, mother, father, mother-in-law, father-in-law, grandmother, grandfather, grandchild, or grandchild of the spouse/domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or any other person living in the immediate household of the employee.

Certificated and classified employees are entitled to a paid leave of absence for bereavement for the death of an immediate family member as defined above. The length of the leave shall be no more than three (3) days for travel to locations within two hundred (200) miles, and five (5) days for locations greater than two hundred (200) miles.

If additional days of leave are needed, absence without loss of salary will be allowed in accordance with personal necessity leave (see *Personal Necessity Leave* regulation.)

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 07/15/2003

Date Revised: