

## **FUNERAL BEREAVEMENT LEAVE**

In the event of a death in the immediate family of a **regular full-time or part-time** employee ~~in an allocated position, the employee~~ may request **funeral bereavement** leave from the Director (if the Director is requesting leave, the President of the Board), and, upon such request, be granted up to but not to exceed three working days with pay for the purposes of **grieving the loss of a loved one, preparing** ~~arranging~~ for and attending the funeral, **and/or attending to any other immediate post-death matters.**

- Immediate family for purposes of this section shall include the employee's current spouse, children, step-children, parents, step-parents, grandparents, grandchildren, siblings, step-siblings, current mother/father-in-law, current son/daughter-in-law (or step counterpart), current brother/sister-in-law, or any person who has resided with the employee immediately preceding the person's death.

In the event of a death in the employee's extended family, the employee may request **funeral bereavement** leave from the Director (if the Director is requesting leave, the President of the Board), and, upon such request, be granted ~~funeral leave of up to one working day~~ **with pay.** ~~for attending the funeral.~~

- Extended family includes the employee's aunt, uncle, niece, nephew, or their current in-law/step counterparts.

~~If an employee requests time off to attend the funeral of a previous spouse, mother/father-in-law, brother/sister-in-law, etc. the employee will be allowed to use personal days, vacation days and/or accrued compensatory time. If the employee has already used up their personal days, vacation days or has no compensatory time, the employee will be allowed up to 8 hours of unpaid leave.~~

~~While every effort has been made to define all possible family relationships,~~ In the event that this policy does not specifically refer to an employee's current family member, **funeral bereavement** leave ~~days will~~ **may** be granted at the discretion of the Director. **The Director may allow employees to use any available paid leave for additional time as necessary.**