



## **4510.08: FAMILY DEATH LEAVE**

**I. Eligible employees shall be granted not more than four (4) work days of paid leave immediately following the death of an immediate family member. Such leave covers each death in the immediate family.**

**II. An eligible employee who is required to travel a minimum of four hundred miles (400) one way to attend the funeral of an immediate family member will be granted an additional day of leave. The Superintendent or his designee may grant additional days in extenuating circumstances.**

**III. Use of family death leave shall reduce the paid personal leave allocation of the employee.**

### **IV. Definitions:**

A. "Immediate family member" shall mean the employee's spouse, parents, children, brothers, sisters, grandchildren, grandparents, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, spouse's grandparents, or any relative who is a permanent resident in the employee's home or for whom the employee has specific legal responsibility.

B. "Eligible employee" shall mean an employee who has not exhausted his/her paid leave provided for by the applicable collective bargaining agreement or Board approved administrative allowance in the absence of a collective bargaining agreement. Use of Family Death leave shall reduce the paid personal leave allocation of the employee.

### **Date of Adoption**

July 10, 1989

### **Date of Revision**

September 7, 1993

July 27, 1998

March 17, 2003

February 21, 2011

**Reaffirmed**

November 6, 2017

**Related Policies and Rules**

[4510: Leaves of Absence](#)