

EMPLOYEES

Series 400

Policy Title Licensed Employee Bereavement Leave Code No. 409.04

In the event of a death of a member of a licensed employee’s immediate family, bereavement leave may be granted. Bereavement leave may be granted to a licensed employee for no more than six days, with “day” being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, grandparents of the employee, or any member of the immediate household or personal friend or relative not listed above.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the bereavement leave of such employees will be followed.

Legal Reference:

Iowa Code §§ 20.9; 279.8 (2013).

Cross Reference:

409.00 Licensed Employee Vacations and Leaves of Absence

Date of Adoption: May 13, 2014 (Revised)

Related Administrative Rules and Regulations: _____