

EMPLOYEES

Series 400

Policy Title _____ Classified Employee Bereavement Leave _____ Code No. _____ 414.04 _____

In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave granted may be for a maximum of 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, or grandparent of the employee.

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

Legal Reference:

Iowa Code §§ 20.9; 279.8 (2013).

Cross Reference:

414.00 Classified Employee Vacations and Leaves of Absence

Date of Adoption: _____ May 13, 2014 (Revised) _____

Related Administrative Rules and Regulations: _____