

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 workday (pro-rated based on FTE), for the death of a member of the immediate family. The immediate family includes child, spouse, stepchild, legal dependents, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandparents, and grandchildren 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

Cross Reference:

414.00 Classified Employee Vacations and Leaves of Absence

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