

STAFF PERSONNEL

Code No. 414.4

Policy Title: **CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE**

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 5 days, with the "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.

A maximum of 1 day of bereavement leave per year will be granted for the death of a close friend or other relative not listed above.

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 Classified Employee Vacations and Leaves of Absence

Approved: September 23, 1998

Revised: July 17, 2002

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