

## **8.4 Bereavement Leave**

The District provides Regular Full-Time Employees (see section 4.1 of this Handbook for definitions) 24 hours of paid bereavement leave for the death of an immediate family member, with such bereavement leave to be deducted from the employee's sick leave or vacation, if available and as allowable by law. The term "immediate family" includes the following: parent, spouse, registered domestic partner, child, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sibling-in-law, foster parent, foster child, stepparent, stepchild, step sibling, or half sibling. The District will also grant up to three unpaid days for an aunt, uncle, niece, nephew, or cousin or grant unpaid time off to an employee who otherwise does not qualify. Such factors as out-of-town travel, the need for the employee to handle funeral arrangements, and the relationship between the employee and the deceased relative should be considered in determining the amount of bereavement leave to be granted. There may be cases in which circumstances call for more time, and employees may be allowed to use vacation or unpaid time with the approval of their immediate supervisor, the designated HR person at the District Office, or the CEO.