

Staff Bereavement Leave

A leave of absence will be granted to a district employee by the Superintendent for death in the employee's immediate family (employee's spouse, partner in a civil union, parent, children, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren). Bereavement leave shall be allowed for a maximum of five working days.

Bereavement leave for the death of a person other than an immediate family member may be given upon recommendation by the Superintendent. Such leave shall be on the same terms and conditions as bereavement leave for the death of an immediate family member.

Any absence taken by an employee in excess of the allowed bereavement leave shall be taken from the employee's sick leave. If sick leave is not available, the District will, with the approval of the Superintendent; deduct the employee's pay at the substitute rate.

August, 2000

LEGAL REF.: C.R.S. 14-15-101 *et seq.* (*Colorado Civil Union Act*)

[Revised June, 2003]

Lake County School District R-1, Leadville, Colorado