

Bereavement Leave Request

In accordance with the NTA and NESPA Contracts, full-time personnel are eligible for paid Bereavement Leave to attend the funeral and to attend to other related arrangements in the event of the death of a family member.

*In the event of the death of a father, mother, brother, sister, spouse, child, grandparent, grandchild, step-parent, step-brother, step-sister, or step-child, employees may be granted up to **two (2)** work days of paid leave at the discretion of the Superintendent or designee. Such leave, if approved, shall be taken in equivalent work hours.*

*In the event of the death of a father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandparent-in-law, employees may be granted up to **one (1)** workday of paid leave at the discretion of the Superintendent or designee.*

Documentation of the death, such as an official death notice, newspaper obituary, or funeral program should accompany this form.

Today's Date: _____

Employee Name: _____

Work Location: _____

Position: _____

Telephone Number/ Extension: _____

Name of person deceased: _____

Your relation to the deceased: _____

Date(s) requested: _____

Documentation Attached: _____

Approved by HR: _____ Date: _____