

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.

*Employees are afforded **one (1)** paid day of Bereavement Leave, regardless of sick time accrued. However, all other sick leave must first be exhausted in order to be eligible for any additional paid Bereavement Leave days. The total days of leave available depends on the family relationship as described below.*

*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 **five (5)** consecutive 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 **three (3)** consecutive workdays 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.

Date: _____

Employee Name: _____

Work Location: _____

Position: _____

Telephone Number/ Extension: _____

Name of person deceased: _____

Your relation to the deceased: _____

One paid Date requested: _____

Additional requested days (only available if sick/ personal leave is exhausted)

Approved by HR: _____ Date: _____