



# The Nassau County School District

1201 Atlantic Avenue  
Fernandina Beach, Florida 32034

"Empowering Others Through a Commitment to Excellence"

Kathy K. Burns, Ed.D.  
Superintendent of Schools

Scott D. Hodges  
Director of Human Resources  
(904) 491-9874  
Fax (904) 277-9039  
www.nassau.k12.fl.us

## Instructions for Requesting Bereavement Leave

Full-time personnel are eligible for bereavement leave in order to attend the funeral and to attend to other related arrangements in the event of the death of a family member.

In accordance with the NESPA Contract, employees may request one paid bereavement day per school year regardless of available sick/personal/vacation time. For all other Bereavement Leave requests, employees must have exhausted their own sick leave in order to be eligible for Bereavement Leave.

### Five (5) Consecutive Work Days

Father, Mother, Brother, Sister, Spouse, Child, Grandparent, Grandchild, Stepparent, Stepbrother, Stepsister, or Stepchild.

### Three (3) Consecutive Work Days

Father-in-law, Mother-in-law, Brother-in-law, Sister-in-law, Son-in-law, Daughter-in-law, or Grandparent-in-law.

### Steps to Request Bereavement Leave:

1. Submit a request letter to Mr. Scott Hodges requesting payment Bereavement Leave.
2. The letter must be accompanied by supporting documentation, such as official notice of death, a copy of the certificate of death, a newspaper obituary, or the funeral program.
3. Such leave, if approved, shall be taken in equivalent work hours.

#### Nassau County School District Equity Statement

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Equity Coordinator - Nassau County School District - 1201 Atlantic Ave., Fernandina Beach, FL 32034 Phone (904)491-9888 Fax (904)277-9044

***Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.***

**AN EQUAL OPPORTUNITY EMPLOYER**