

Staff Bereavement Leave

Five days bereavement leave per bereavement, non-accumulative, will be granted only in the case of death in the employee's immediate family or someone permanently living in the household of a staff member. The term "immediate family" shall be interpreted as husband, wife, civil partner, children, grandchildren, mother, father, brother, sister, grandmother or grandfather of either the employee or the spouse of the employee. Half-time employees will receive half bereavement leave.

Five additional days of bereavement are available, per bereavement, at the employee's discretion, for an employee's husband, wife, civil partner, child or children. The days may be taken non-consecutively during the current school year.

When extenuating circumstances exists, the superintendent shall be notified by district staff and may allow additional days to this policy.

The following procedure shall apply for those desiring to take bereavement leave for individuals not named above. The staff member must first use their available discretionary leave and if additional days are needed they will then be charged the cost of a substitute. No more than five days shall be granted.

Adopted:	April 10, 1979
Revised:	November 12, 1991
Revised:	September 10, 2002
Amended:	June 14, 2011
Amended:	January 13, 2015
Revised:	May 11, 2021

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