



Department: Human Resources
Policy Number: HUM-A061
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ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
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BEREAVEMENT LEAVE POLICY

USE OF SICK AND PERSONAL LEAVE BY CLASSIFIED & CERTIFIED EMPLOYEES FOR BEREAVEMENT PURPOSES

Sick Leave may be used for bereavement purposes for up to five days in the event of the death of an immediate family member only. Sick Leave policy (ref. [HUM-A029](#)) defines immediate family members as: the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

Requests to use more than five days of sick leave for bereavement purposes will be considered on a case-by-case basis. Employees may discuss the need to use more than this time with their Supervisor. If the Supervisor approves the additional time request, the request will then be sent to the Human Resource Department for review and final approval.

Accrued Personal Leave may be used at the employee's discretion (ref. [HUM-A037](#)).

CERTIFIED EMPLOYEES BEREAVEMENT POLICY

In the event that an employee has utilized all available sick and personal leave, Bereavement Leave can be an option. Up to two days of Bereavement Leave shall be granted for the death of persons in the immediate family. Additionally, Certified employees may request up to two days of Bereavement Leave in the event of the death of someone with whom the Certified employee had a close relationship. In both cases, this leave is conditional and applies only to those Certified Staff who have exhausted all paid personal and sick leave days available to them through sick and personal leave policies discussed above. If such paid time is still available, the Certified employee will be required to use either a sick or personal day for the absence request.

If the Certified Employee has exhausted all paid leave available, the employee can then request to take up to two days of Bereavement Leave ([PAY-F018](#)). If approved by the Supervisor, this Leave approval will be communicated to the payroll department via the Kronos system and processed accordingly. The Certified Employee will receive the normal day's pay rate minus the cost of a substitute (prevailing substitute pay is \$96.82 per day). In the event that a Substitute is not required, the cost of the substitute will still be deducted from the day's rate.

CLASSIFIED EMPLOYEES BEREAVEMENT POLICY

Classified Employees will be required to utilize available sick and personal days for bereavement purposes per the policies discussed above. In the event that the employee does not have paid leave available, up to two days of Leave Without Pay can be taken due to the death of an immediate family member (as defined above). If a Classified

Employee has suffered the loss of someone with whom they had a close relationship, and is not part of the family member definition, personal leave, vacation or comp time should be used for any absences related to this loss. If the employee does not have any paid time available, the employee may discuss this loss and any related leave requests with the Supervisor. If the Supervisor approves, a request can be made to the HR Department to allow the employee to use up to two days of Leave Without Pay. These requests will be reviewed and evaluated based on the needs of the school system with great emphasis placed on the impact to the respective department, classroom and/or school. If approved, the time will be recorded in the Kronos system as Leave Without Pay based on Bereavement Leave approval.

The use of sick, personal, vacation and comp time will still be subject to the policies that deal with such paid time.

Implementing Procedures: None

Associated Documents: Employee Handbook [HUM-M001](#)
Bereavement Form [PAY-F018](#)

Revision History:

Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/8/13	IR	
7/24/13	A	Add Note statement to Revision History

***** End of Policy *****