

Bereavement and Emergency Pay Guidelines

September 30, 2016

Bereavement: The District will provide up to five (5) paid leave days to full-time employees for the death of any immediate family member. This leave is not cumulative or payable on termination. The employee must notify his/her supervisor prior to taking the leave.

Immediate Family The term immediate family shall mean husband and wife and the following relatives: father, mother, son, daughter, brother, sister, grandchild, grandparents, and corresponding relatives by affinity (marriage).

Emergency Leave: All full time employees have leave available to them for the purpose of handling emergencies. This leave allows time off for unforeseen events requiring the employee's absence for duties or responsibilities that cannot be handled outside the normal work day. Whenever possible, approval of his/her immediate supervisor or a designee of the Superintendent, prior to taking any leave is required. Please consult your negotiated agreement or handbook for specific details on utilizing this leave.

What constitutes an emergency under the leave policy?

The key for when emergency leave can be used is: It must be an unforeseen event of an emergency nature that cannot be handled outside the normal workday. Below are some examples of when the use of emergency is and is not appropriate:

Appropriate to use Emergency Leave:

- My house is on fire.
- My house flooded because of a broken water heater.
- I woke up and found that my car had been stolen.
- My car engine blew up while driving to work.
- I need more than five (5) bereavement days to deal with the death of an immediate family member due to exceptional circumstances; for example, to attend a funeral out of state or overseas and must be approved by the Executive Director of Talent Management for certified employees or by the Director of Support Talent for non-certified employees.

Not Appropriate to use Emergency Leave:

- My car is in the repair shop.
- My water heater is broken and I need to replace it.
- I am ill and out of sick time.
- I have a doctor appointment.

How much notice does an employee need to give?

An employee needs to tell his/her Supervisor/Manager/Principal or Head of Department as soon as possible about his/her absence, the reason for it and how long he/she expects to be away from work. There may be times when an employee returns to work before it is possible to contact his/her Supervisor/Manager/Principal, but on return to work he/she should still tell that Supervisor/Manager the reason for the absence.

In order for the employee to be paid for bereavement or emergency leave, the supervisor must inform payroll:

- If emergency leave is requested – the date and description of the emergency.
- If bereavement leave is requested – the date of the death, the name and relationship of the family member.
- The subject line of the email must say “Emergency Leave Approval” or “Bereavement Leave Approval”.

Any exceptions or determination if the leave is permissible must be approved by the Executive Director of Talent Management for certified employees or by the Director of Support Talent for non-certified employees.

If the information is not received by payroll prior to the normal payroll processing, the time will be unpaid, but can be paid on the following normal payroll provided the information has been received by payroll.