

# Kingsport City Schools

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <h2 style="text-align: center;">Bereavement Leave</h2>	Descriptor Code: <h3 style="text-align: center;">5.3021</h3>	Issued Date: <h3 style="text-align: center;">12/01/16</h3>
		Rescinds:	Issued:

1 A maximum of three (3) days of leave per school year shall be granted in the event of death of an  
 2 employee's spouse, significant other, child, stepchild, daughter-in-law, son-in-law, parent, stepparent,  
 3 brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, grandchildren,  
 4 niece, nephew, aunt, uncle and any other human member of the family who resides in the employee's  
 5 household.

6 Bereavement days will be granted as follows for scheduled work days: A maximum of three (3) days  
 7 will be granted to employees within a seven (7) day period from the date of death and/or date of memorial  
 8 service. Employees shall be permitted to apply up to three (3) additional days of sick leave for  
 9 bereavement if the need exceeds the initial three days allotted under this policy. The Superintendent of  
 10 Schools or Superintendent's designee may require documentation to verify the cause or familial  
 11 relationship involved in any bereavement leave claim.