

Anderson County Board of Education

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| Monitoring: Review: Annually, in February | Descriptor Term: Bereavement Leave | Descriptor Code: 5.3022 | Issued Date: 11/12/15 |
| | | Rescinds: 5.3022 | Issued: 03/14/13 |

1 The intent of this policy is to allow employees the opportunity to attend funeral services of an immediate
2 family member. Each employee shall be entitled to take three (3) days of bereavement leave for the death
3 of a member of his/her immediate family. Immediate family shall be defined as parent, spouse, child,
4 sibling, grandparents, grandchildren, stepparents, mother-in-law, father-in-law, daughter-in-law, son-in-
5 law, brother-in-law, sister-in-law, or stepchildren. Said leave shall not be deducted from employee's
6 accumulated sick leave or personal leave. Bereavement days must be taken consecutively unless
7 approved by the director of schools. No employee is entitled to take more than six (6) days in any given
8 school year.

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10 If the services are held during breaks in service (e.g. fall break, winter holidays, spring break, or summer
11 break), the employee would not be eligible for paid bereavement leave.