

# Franklin Special Board of Education

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|---|--|-----------------------------------|---------------------------------|
| Monitoring:<br><br><b>Review: Annually,<br/>in February</b> | Descriptor Term:<br><br><b>Bereavement Leave</b> | Descriptor Code:<br><b>5.3022</b> | Issued Date:<br><b>12/11/06</b> |
|   |  | Rescinds:<br><b>5.3022</b>        | Issued:<br><b>03/12/01</b>      |

1 All fulltime employees shall be granted up to three (3) bereavement leave days with pay each school  
2 year.

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4 Bereavement leave shall mean leave of absence due to the death of an individual resulting in the absence  
5 of the employee. A signed statement listing the deceased individual's name and location of services  
6 shall be provided by the employee on forms furnished by the Director of Schools and shall promptly  
7 be given to the immediate supervisor in support of all claims for bereavement leave pay. A falsified  
8 statement shall be grounds for dismissal. Except in emergency, each employee shall give the immediate  
9 supervisor at least one (1) day's notice in writing of intent to take leave. Otherwise, notification must  
10 be given as soon as possible.

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