

Giles County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Bereavement Leave</h2>	Descriptor Code: <h3 style="text-align: center;">5.3022</h3>	Issued Date: <h3 style="text-align: center;">08/03/17</h3>
		Rescinds:	Issued:

1 The Giles County Board of Education will provide (1) day of paid Bereavement Leave (Funeral) per
 2 school year for non-family. The leave may be used for any funeral the employee requests. The leave will
 3 allow the employee the option of using the allowed time as two-half days.

4 The Giles County Board of Education will provide (2) days of paid Bereavement Leave (Funeral) for a
 5 family member.

6 The appropriate absentee report shall be submitted to the immediate Supervisor for submission to the
 7 payroll department for the Board of Education.

8 In the event of the death of a member of the employee's immediate family, the employee may take up
 9 to (2) additional days from their sick leave without affecting any other of the employee's compensation
 10 opportunities

11 **DEFINE IMMEDIATE FAMILY**

12 Spouse, children, stepchildren, parents, siblings, grandparents, grandchildren, stepparents, foster parents,
 13 parents-in-law, siblings-in-law.