

BEREAVEMENT LEAVE

In the event of death in one's immediate family, an employee may, upon approval by his/her immediate supervisor, be allowed necessary time off with pay chargeable to sick leave. The amount of time allowed shall be determined by the immediate supervisor based on individual circumstances. In the event of death in the immediate family, sick leave with pay may not exceed five working days. Immediate family for this policy is defined as spouse, parent, parent-in-law, brother, sister, child, step child, son-in-law, daughter-in-law, grandparent, grandchild, foster parent, or legal guardian.