

PERSONNEL

LEAVE FOR DEATH IN FAMILY

Leave for Death in Family

An allowance of up to five (5) days leave shall be granted to full-time permanent employees in the event of a death in the immediate family or of a person in the immediate household. The immediate family shall include: father, mother, mother-in-law, father-in-law, spouse, child, brother, sister.

An allowance of one (1) day shall be granted to full-time permanent employees in the event of a death of any other family member.

Allowances for death as outlined above shall be granted for each occurrence.

Employee use of leave under Association Policy GO 4151.2 shall be in units of one-half day (3 ½ hours) or full day (7 hours) only.

If a staff member is on vacation when a death occurs, the appropriate number of days may be converted to leave for death days.

Authority: BD 5/79
BD 5/89
BD 5/97
BD 9/94
BD 5/10

See Also: GO/4153.1
GO/4162.2