



# TEHAMA COUNTY DEPARTMENT OF EDUCATION

## BEREAVEMENT LEAVE APPROVAL REQUEST

TCDE employees shall be granted necessary leave of absence, not to exceed three (3) days, or (5) days if out of state travel is required, on account of the death of any member of his/her immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. At the employee's request, bereavement leave may be extended under personal necessity leave provisions.

Days may be requested for traveling to, making arrangements for and attending a funeral, or handling related estate business for the death of an immediate family member.

Immediate family member is defined as mother, father, grandmother, grandfather, aunt, uncle, niece, nephew, or grandchild of the employee or spouse of the employee, or the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister, brother-in-law or sister-in-law, of the employee or any relative living in the immediate household of the employee. (Mother and father are defined to include stepmother and stepfather; son and daughter are defined to include stepson and stepdaughter)

Today's Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

I am requesting bereavement leave due to the death of a family member/relative as follows:

Dates and hours requested: \_\_\_\_\_

Name of deceased: \_\_\_\_\_

Date of death: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

The funeral/memorial service will be held on (date) \_\_\_\_\_,

in (city, state) \_\_\_\_\_.

\_\_\_\_\_  
(Employee Signature)

APPROVED:

Supervisor/date: \_\_\_\_\_

HRS/date: \_\_\_\_\_

Payroll received: \_\_\_\_\_

## **FACT SHEET**

### **Administration of Bereavement Leave**

(Reference: Policy on Bereavement Leave; Policy on Sick leave)

#### **GENERAL INFORMATION**

- Bereavement leave applies to all regular employees, except contractual and temporary employees, and substitutes.
- Bereavement leave, used for death in the immediate family, is separate from sick leave. Bereavement leave effectively is leave granted to an employee, by the Education Code, in the event of the death of certain family members.
- An employee may use 3 days (5 days if out of state travel is required) of bereavement leave, upon the death of the following immediate family members, without being charged against the employee's leave balances. Additional leave, up to seven days of personal necessity, may be used as per personal necessity leave provisions.
- If an employee requires additional time beyond what is allowed under bereavement leave and sick leave personal necessity, vacation may be used, if available.

#### **EMPLOYEE'S RESPONSIBILITY**

- The employee must notify his or her supervisor immediately of the need for bereavement leave.
- The employee must put their absence into Frontline as personal necessity and then complete the Bereavement Leave Request Form and submit it to the supervisor for approval.
- Once the leave is approved by Manager and HR, Payroll will update the Bereavement Leave in Frontline.
- The employee must provide the completed and approved Bereavement Leave Request Form to HR for leave to be paid. Leave may be unpaid if completed and approved form is not received by HRS.

#### **SUPERVISOR'S RESPONSIBILITY**

- The supervisor is responsible for approving the use of bereavement leave as appropriate.
- The supervisor is to ensure that the proper coding is used in Frontline.
- The supervisor is to ensure that the completed and approved Bereavement Leave Request Form is submitted to Payroll.

#### **HR/PAYROLL**

- HR will approve bereavement leave form and forward to payroll.
- HR will notify payroll to dock any bereavement leave for which an approved bereavement leave form is not received.

#### **ENFORCEMENT**

Any employee who abuses this policy or fails to provide completed form for bereavement leave already taken will be subject to disciplinary action, up to and including the termination of employment.