



# TEHAMA COUNTY DEPARTMENT OF EDUCATION

## BEREAVEMENT LEAVE APPROVAL REQUEST

Up to 3 working days off with pay may be requested for traveling to, making arrangements for, and attending a funeral or memorial service, or handling related estate business for the death of an immediate family member. Time may be taken all at one time or intermittently as needed in whole or half day increments. Up to 5 days may be requested if out of state travel is required.

Education Code 45194 states: Every person employed in the classified service of any school district 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 (see definition below).

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.

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)

- If additional leave is required, up to seven days of personal necessity may be used, if available.
- 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 complete the Bereavement Leave Request Form and submit it to the supervisor for approval.
- The employee cannot access Bereavement Leave in AESOP. Once the leave is approved by Manager and HR, Payroll will process the Bereavement Leave in AESOP.
- The employee must provide the completed and approved Bereavement Leave Request Form to HR for leave to be paid. Leave will 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 Aesop.
- The supervisor is to ensure that the completed and approved Bereavement Leave Request Form is submitted to the Payroll.

#### **HRS/PAYROLL**

- HRS will approve bereavement leave form and forward to payroll.
- HRS 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.