

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy GC

Responsible Office: DIVISION OF HUMAN RESOURCES

### BEREAVEMENT LEAVE

#### A. PURPOSE

To establish procedures for the eligibility for and use of bereavement leave.

#### B. BACKGROUND

The Board of Education provides employees with paid leave for time away from work due to the death of a family member.

This regulation shall be implemented in compliance with the provisions of the applicable Negotiated Agreements, the provisions of which shall supersede any language that may be inconsistent.

#### C. DEFINITIONS

***Bereavement leave*** - paid leave due to an absence related to the death of an employee's family member as defined by the provisions of their respective Negotiated Agreement or by the regulations outlined herein.

***Immediate family member*** - parent, current spouse's parent, sibling, spouse, child, and corresponding step relations, or anyone who has lived regularly in the household of the employee.

***Extended family member*** - aunt/uncle, grandparent, grandchild, niece/nephew, son/daughter-in-law, current brother/sister-in-law, and corresponding step relations, and current spouse's grandparent.

#### D. PROCEDURES

1. Absence without loss of pay for bereavement leave shall be permitted in accordance with applicable provisions of the appropriate Negotiated Agreements.
2. Employees not subject to a Negotiated Agreement shall be permitted to take up to five (5) days of leave without loss of salary due to the death of an immediate family member.

3. Employees not subject to a Negotiated Agreement shall be permitted to take up to three (3) days of leave, without loss of salary, due to the death of an extended family member.
4. The Superintendent or his/her designee may authorize additional days(s) of bereavement leave in cases where circumstances warrant.
  - a. Employees requesting additional bereavement days shall submit their request in writing (using the designated Bereavement Leave Request Form) to the principal/supervisor stating the reason for the request.
  - b. Once the supervisor indicates approval or disapproval, the request shall be submitted to the Office of Employee Relations. In making a decision, the employee's other available leave shall be considered. The employee may receive a full or partial grant to the request for additional bereavement leave. In cases where partial grants are made, employees may use other available leave in addition to the bereavement leave.
5. Employees shall submit a leave transmittal form for approval by the principal/supervisor. The leave transmittal form requires the name of the deceased, the deceased's relationship to the employee, date of death, and date of funeral. Once approved, the leave transmittal form shall be submitted to the payroll department.
6. Employees may be required to show necessity of request prior to, or immediately upon return from leave. If any employee refuses to show justification for his/her request, they may be subject to ineligibility for bereavement leave.
7. Bereavement leave is not to be deducted from annual leave or sick leave. However, where leave is taken in excess of the number of days provided in the applicable Negotiated Agreement or this regulation, that absence shall be deducted from any leave available to the employee, or reported as an unpaid absence.

**Regulation History:**      *Developed by Superintendent 05/09/14  
Reviewed by Board of Education 05/09/14  
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**Note previous regulation history:** none, replacing policy 800.20/GAV