



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

BEREAVEMENT LEAVE APPROVAL REQUEST

Up to five (5) 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. The bereavement leave days do not need to be taken consecutively, but must be taken within three months of the family member's date of death (Ed Code 44985, 45194 & BP 4X61.2: Personal Leaves).

Definition of Immediate family for Bereavement

Parent, parent-in-law, brother-in-law or sister-in-law, grandparent, or grandchild of the employee or the spouse of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, aunt, uncle, niece, nephew, or any relative living in the immediate household of the employee (Ed Code 45194 Ed Code 44985, 45194 & BP 4X61.2: Personal Leaves)

- Spouse is defined as married or registered domestic partner.
- 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

☐ Not Approved

Supervisor

Date Submitted

☐ Approved

☐ Not Approved

Human Resources

Date Submitted



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FACT SHEET Administration of Bereavement 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 up to five (5) days of bereavement leave, upon the death of the following immediate family members, without being charged against the employee's leave balances.
- If additional leave is required, up to seven (7) 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.

DEFINITION OF IMMEDIATE FAMILY:

Parent, parent-in-law, brother-in-law or sister-in-law, grandparent, or grandchild of the employee or the spouse of the employee, and the spouse, domestic partner, child, child-in-law, or sibling of the employee, aunt, uncle, niece, nephew, or any relative living in the immediate household of the employee.

- Spouse is defined as married or registered domestic partner
- Mother and father are defined to include stepmother and stepfather
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EMPLOYEE'S RESPONSIBILITY

- The employee must notify his or her supervisor immediately of the need for bereavement leave.
- The employee and/or Manager will put the leave in as Personal Necessity (PN) pending the approval of the 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 and give back the PN leave above.
- The employee must provide the completed and approved Bereavement Leave Request Form to HR for leave to be accessed. Leave will not be returned and/or leave can be unpaid (if no leave available) if form is not received by HR.

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 will be subject to disciplinary action, up to and including the termination of employment. If the employee fails to provide completed form for bereavement leave already taken, it will remain as personal leave and/or could result in a dock in pay until HR receives the completed form.