

Employee Policy #343 Bereavement Leave

Purpose:

Bereavement leave is provided for in the school code as a benefit for those who suffer loss in their lives.

Guidelines:

Staff members are granted bereavement leave under the PA School Code.

- Near Relative - This includes one (1) day of leave for the death of a near relative on the day of the funeral. Near relatives are considered first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.
- Immediate Relative - Employees are granted up to three (3) days bereavement leave because of a death in the immediate family. Members of the immediate family are defined as: father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, a near relative who resides in the same household or any person with whom the employee has made his/her home.
- Absence Form - Employees should note the absence as bereavement leave on the absence form and list the decedent's relationship.

Delegation of Responsibility:

The CEO is responsible for approving the leave, and informing staff of the loss by a faculty member. Depending on the circumstances, location, and the wishes of the family the CEO may attend the services or may delegate another staff member to represent the SusQ-Cyber Charter School. It would be unusual to close the school for this type of bereavement.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.