

BOARD POLICY

Descriptive Code: GBRIF

BEREAVEMENT LEAVE

Date: April 10, 2007

Up to five days of sick leave may be used for absence due to death of the employee's spouse or family of the employee or spouse to include a child, brother or sister, aunt or uncle, niece or nephew, parent or grandparent. Absences in excess of five maximum days must have extenuating circumstances and be approved by the Superintendent of Schools or designee. Employees in such cases shall explain the circumstances and request **in writing** an exception for the longer absence as soon as possible.

PROCEDURE: NO

ADOPTED: 8/11/87

REVISED: 3/28/95, 10/01/97, 8/10/99

Columbia County Board of Education