

Staff Bereavement Leave

Bereavement leave shall be provided to all employees in accordance with this policy, unless otherwise provided by negotiated agreement.

Bereavement leave will be granted to a district employee by the superintendent for a death in the employee's immediate family (employee's spouse, partner in a civil union, parent, children, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren). Bereavement leave shall be allowed for a maximum of five working days.

Bereavement leave for the death of a person other than an immediate family member may be given upon recommendation by the superintendent. Such leave shall be on the same terms and conditions as bereavement leave for the death of an immediate family member.

Any absence taken by an employee in excess of the allowed bereavement leave shall be taken from the employee's current or accrued paid time off (PTO). If PTO is not available, the employee may apply to the superintendent for an extended bereavement leave, which may be granted with or without pay.

Adopted: Prior to 2019
Revised: July 2019
Revised: September 2020

LEGAL REF.: C.R.S. 14-15-101 *et seq.* (*Colorado Civil Union Act*)

CONTRACT REF.: LCSD/LCEA Teacher Contract – Article 10, Leaves; Section 10.6,
Bereavement Leave