

BEREAVEMENT LEAVE: SUPERVISORY AND CONFIDENTIAL CLASSIFIED PERSONNEL

Supervisory and confidential employees may utilize bereavement leave for the death of a member of the immediate family as defined by the Education Code. An employee utilizing this leave provision shall notify the immediate supervisor as soon as possible and indicate the expected duration of the leave.

An employee shall be granted necessary time off up to five (5) days for bereavement purposes. Additional days of absence beyond those described herein may be provided in accordance with the terms of the Personal Necessity Leave Policy No. 2662.5.

Reference: Education Code Section 45194

Policy adopted: September 18, 1978