

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.*

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## **Bereavement Leave**

**OVERVIEW:** This procedure describes the provisions for granting paid bereavement leave to an employee who has a death in their Immediate Family.

**SCOPE:** This procedure applies to all classified and FRS Senior Management employees of the Board.

### **PROVISIONS:**

1. **General Rule.** Bereavement leave is defined as time needed for funeral arrangements, related travel, business matters related to the death, and the service.
  1. An employee who has a death in the [Immediate Family](#) shall be granted leave based on the circumstances for no more than one work week for each instance, with the approval of the Department Director.
  2. Bereavement leave can be taken incrementally in whole days (scheduled shifts) if used within 4 weeks of the instance.
  3. The Administrating Official may approve a longer period of bereavement leave.
3. Documentation may be required as a condition for approval for bereavement leave.