

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.** An employee who has a death in the [Immediate Family](#) shall be granted up to one work week of bereavement leave for each such instance.

Bereavement leave can be taken incrementally in whole days (shifts) if used within 8 weeks of the instance.

2. The Adminstrating Official may approve a longer period of bereavement leave.
3. Documentation may be required as a condition for approval for bereavement leave.