

TITLE: BEREAVEMENT LEAVE

POLICY:

Lake Wales Charter Schools (LWCS) may be granted up to three (3) additional paid days of bereavement leave for the death of an immediate family member defined as father, mother, brother, sister, husband, wife, child, or member of the employee's household. Bereavement leave is also available for the following extended family members: grandparent, grandchild, aunt, uncle, mother-in-law, father-in-law, brother-in-law, or sister-in-law.

Bereavement leave is not transferable or accruable and must be used within thirty (30) calendar days of the death. The application shall be made to the immediate supervisor in advance whenever possible. The employee will not be paid Bereavement Leave during non-scheduled workdays. Employees must provide a copy of the obituary, funeral notice, or other satisfactory documentation attached to the Employee Application for Leave Form. Details about the family member's relationship may be required.

SPECIFIC AUTHORITY: NONE

ADOPTED: 6/21/21

REVISED: 7/12/2023