

## **BEREAVEMENT LEAVE**

Bereavement leave shall be granted to employees in the event of the death of an immediate family member without the absence(s) being charged to either sick or personal leave. Such leave shall be administered as follows:

1. Three (3) days shall be granted for bereavement leave. These three (3) days shall be taken within ten (10) work days of the death of the immediate family member.
2. Immediate family shall be defined as spouse and children; mother and father or that of the spouse; brothers and sisters, and their spouses or that of the spouse; and the employee's grandparents, spouse's grandparents, grandchildren, daughter-in-law, son-in-law, and the aunts, uncles, nieces and nephews of the employee or that of the spouse, and former legal guardian.

The principal or department head shall be responsible for verifying bereavement leave requested.

Moved from policy GBRIB and Revised: November, 2011  
Revised: April 20, 2023

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 11-17-11, 4-20-23.