

Board Policy

Code No. 409.4

LICENSED EMPLOYEE BEREAVEMENT LEAVE

An employee shall be granted up to seven (7) working days leave of absence with pay in the event of a death in the employee's immediate family, which is defined as the employee's spouse/domestic partner, child, parent, brother, sister, father-in-law, or mother-in-law. An employee shall be granted up to two (2) days leave of absence with pay in the event of a death of the employee's grandparents, spouse's grandparents, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandchildren, aunts, uncles, nieces, or nephews. Adopted children and step relatives are included in the above leaves.

Non-consecutive bereavement leave may be taken with at least five (5) work days notice to the Office of Human Resources. See also Compassion Leave 13.5. An employee shall be granted one (1) day of leave with pay per school year in the event of a death of a friend.

Legal Reference: Iowa Code §§ 279.8.

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

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