

Board Policy

Code No. 414.4

CLASSIFIED 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 of the employee's spouse, child, parent, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law or grandchildren. 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, sister-in-law, brother-in-law, 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 §§ 20; 279.8.

Cross Reference: 414 *Classified Employee Vacations and Leaves of Absence*

Approved: February 2, 1998

Reapproved: February 20, 2001
February 17, 2004
December 4, 2006
April 18, 2011

Revised: September 5, 2017
October 2, 2017