

Marion County Board of Education

Monitoring: Review: Annually in February	Descriptor Term: Bereavement Leave	Descriptor Code: 5.308	Issued Date: 11/09/20
		Rescinds:	Issued:

1 Bereavement leave will be granted in the event of the death of a regular full time
2 employee's immediate family member without charge to the employee's accumulated leave
3 balance. Bereavement pay is calculated using the employee's base rate of pay at the time
4 of the absence.

5 A maximum of three (3) days will be granted to employees within seven (7) calendar days
6 of the funeral or cremation. The Director of Schools or Director's designee may require
7 documentation to verify the cause or familial relationship involved in any bereavement
8 leave claim.

9 Immediate family members shall be defined as spouse, siblings, children, stepchildren,
10 grandchildren, parents, parents-in-law, grandparents, step parents, foster parents, daughter-
11 in-law, son-in-law, brother-in-law and sister-in-law.

Cross References:
Sick Leave 5.302
Personal Leave 5.303
Annual (Vacation) Leave 5.310