

## **Staff Bereavement Leave**

Each full-time and part-time employee shall be entitled to up to three days of paid bereavement leave for each occurrence of a death in the employee's immediate family, as defined herein, not to exceed six days of total paid bereavement leave per school year. Such leave shall be prorated for part-time employees in accordance with the time worked (i.e. half-time employees will receive up to 1.5 days per occurrence, and up to 3 days total per year). Substitute employees shall not be entitled to bereavement leave.

An employee must request time off for bereavement leave as soon as practical.

Bereavement leave may only be used in the event of a death in the employee's immediate family. For bereavement leave purposes, the term "immediate family" shall mean the employee's spouse/partner/significant other, children/step-children, grandchildren, brothers-in-law, sisters-in-law, siblings, parents/parents-in-law, and grandparents of the employee and employee's spouse/partner/significant other. Absence necessitated by a death in the employee's family of someone other than a member of the immediate family may be given the same consideration as a death in the immediate family, or for other extenuating circumstances, upon a request submitted for consideration to and possible approval by the Head of School.

Adopted: 01/19/2022

Revised:

LEGAL REF.: C.R.S. 14-15-101 *et seq.* (*Colorado Civil Union Act*)