

Bereavement Leave

Time Off Code:	Uses:
Bereavement immediate family	Use this code for bereavement leave for the immediate family members listed below for your bargaining group.
Bereavement non-immediate family	Use this code for all days requested to attend services for anyone not listed below for your bargaining group.
*Requires Superintendent or Designee Approval	

Fridley Education Association (Teachers) for purposes of bereavement leave your immediate family consists of:

Up to forty (40) hours (5 days) of sick leave per year shall be granted for the purpose of enabling a teacher to make arrangements for and/or attend the funeral in the event of a death in the immediate family.

The immediate family includes:

Spouse	Foster child	Sister
Child	Brother	Parent
Guardian	parents-in-law	Aunts
Grandparents	Brothers in-law	Uncles
Grandchildren	Sisters-in-law	

Bereavement leave for those other than specified herein shall be at the discretion of the Superintendent. Leave for more than one bereavement per year shall be at the discretion of the Superintendent.

**Please put relationship to you in the description column in Employee Access*

Clerical Unit (Secretaries, Library, Health Assistants, and Tech Assistants) for purposes of bereavement leave your immediate family consists of:

Up to five (5) days bereavement leave per occurrence to be deducted from sick leave due to the death of a member of the immediate family shall be granted.

The immediate family includes:

Spouse	Sibling	Other parent of child
Child	Grandchild	Regular members of the immediate household
Parent	In-laws of the same degree	

Up to three (3) days bereavement leave per occurrence to be deducted from sick leave due to the death of a member of the family.

The family includes:

Niece	Uncle	Others as approved by the Superintendent or designee
Nephew	Grandparent	
Aunt	In-laws of the same degree	

Additional bereavement leave may be granted at the discretion of the Superintendent or designee.

Fridley Principals for purposes of bereavement leave your immediate family consists of:

Up to sixteen (16) hours may be granted to members of the administrative staff each year to attend funerals when approved by the Superintendent.

Paraprofessional Unit, Custodial Unit, Nutritional Services Unit, and Community Education Staff (benefit eligible) for purposes of bereavement leave your immediate family consists of:

Up to five (5) days bereavement leave per occurrence to be deducted from sick leave due to the death of a member of the immediate family shall be granted.

The immediate family includes:

Spouse	Sibling	Regular members of the immediate household
Child	Grandchild	
Parent	In-laws of the same degree	

*Step/Half relatives of same degree included in definition of immediate family.

Up to three (3) days bereavement leave per occurrence to be deducted from sick leave due to the death of a member of the family.

The family includes:

Niece	Uncle	Others as approved by the Superintendent or designee
Nephew	Grandparent	
Aunt	In-laws of the same degree	

Additional bereavement leave may be granted at the discretion of the Superintendent or designee.

Frequently asked questions:

When and how do I request bereavement leave?

Please request all bereavement leave in advance when possible in Skyward and AESOP. In cases where you will be out the same or next day, please call your supervisor and then request the leave on Skyward and AESOP.

Who approves my bereavement leave?

All bereavement leave requests will be approved first by your supervisor and then, by the Director of Human Resources.

Can I use bereavement leave to go to the hospital to be with my sick grandmother?

Bereavement leave cannot be requested for time gone from work prior to the death. Time off for immediate family who are sick should be requested as sick, vacation or no pay in accordance to your contract.