**Staff Bereavement Leave**

The Board shall provide bereavement leave for full-time regular certificated employees not covered by a negotiated agreement at least equal to that of other professional employees.Bereavement leave shall be granted in cases of death of an immediate family member. Up to three successive days may be taken for such leaves. Approval of additional days may be requested from the administration and, if granted, such days shall be charged to the individual’s sick leave.

Immediate family means spouse, partner in a civil union, parents, in-laws, children, siblings and grandparents of both families.

A single day bereavement leave shall be granted in cases of death of a relative outside of the immediate family. Approval of additional days may be requested from the administration and, if granted, such days shall be charged to the individual’s sick leave.

A single day of leave may be granted in cases of death to non-family members, with the approval of the administration. Such days shall be charged to the individual’s sick leave.

Adopted: September 1996

Revised: June 1999

Revised: November 19, 2013

LEGAL REF.:  C.R.S. [14-15-101](http://www.lpdirect.net/casb/crs/14-15-101.html%22%20%5Ct%20%22_blank) *et seq. (Colorado Civil Union Act)*