

APPLICATION FOR BEREAVEMENT LEAVE

DATE OF APPLICATION _____

NOTE: Bereavement leave is defined as **death in "Immediate family"**. This is defined as the death of parents, step parents, persons in lieu of parents, parents of spouse, wife, husband, children, step children, brother, sister, step brother and step sister, brother or sister in law, daughter or son in law, grandchildren, grandparents. Up to five(5) days are allowed for each death, and are not counted against Personal Leave.

NAME OF APPLICANT _____

BUILDING _____ GRADE/DEPARTMENT _____

DATE OF LEAVE _____

Indicate relationship to you _____

Information required if attending funeral:

Name of deceased _____

Name of Funeral Home: _____

Address of Funeral Home _____

Funeral Home Phone # _____

Signed _____

The above request and alternatives have been reviewed:

Comments _____

Requested absence recommended _____

Requested absence NOT recommended _____

Signed _____

Building Principal/Supervisor

The above absence is approved: with deduction from bereavement leave _____

with deduction from pay _____

with deduction from sick leave _____

The above absence is not approved: _____

Signed _____

Director of Human Resources