

## BEREAVEMENT LEAVE

Bereavement leave shall be granted to employees in the event of the death of an immediate family member without the absence(s) being charged to either sick leave or annual leave. Such leave shall be administered as follows:

1. Three (3) days shall be granted for bereavement leave. These days must be used by no later than two (2) working days after the funeral.
- 2.
3. *Immediate family* shall be defined as spouse and children; mother and father or that of the spouse; brothers and sisters and their spouses or that of the spouse; and the employee's grandparents, spouse's grandparents, grandchildren, daughter-in-law, and son-in-law.

The principal or department head shall be responsible for verifying bereavement leave requested.

New policy: December 13, 2018

Ref: La. Rev. Stat. Ann. §[17:81](#)  
Board minutes, 12-13-18

Beauregard Parish School Board  
F