WELLS-OGUNQUIT COMMUNITY SCHOOL DISTRICT

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* www.k12wocsd.net

PLEASE PRINT ON YELLOW PAPER

Bereavement/Funeral Leave Request

I am requesting Bereavement/Funeral Leave be granted to me for the following date(s):

_____.
Date(s)

The relationship of the deceased to me is _____.
(spouse, parent, child, sibling, aunt, friend, etc.)

Date: _____   Print Name: _____

Building: _____   Signature: _____

Approved Date: _____   Principal: _____

Reviewed Date: _____   Superintendent: _____

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EXCERPT FROM SCHOOL COMMITTEE/WOTA AGREEMENT

2. Funeral leave: At the discretion of the superintendent, up to five (5) days for death in the immediate family will be allowed without deductions from pay or sick leave. In the event of the death of a spouse or child, up to seven (7) days will be allowed without deduction from pay or sick leave with an additional eight (8) days available to be charged against accumulated sick leave. If, in the opinion of the principal, a relationship exists similar to that of a family relationship, this leave may be approved.

EXCERPT FROM SCHOOL COMMITTEE/SUPPORT STAFF AGREEMENT

D. Death in the immediate family: A maximum of five (5) days per occurrence per year will be granted each employee for death in the immediate family. These days, if used, shall not be deducted from sick leave. The definition of the immediate family for the purpose of this policy shall be as follows: the immediate family includes father, mother, wife, husband, children, brothers, sisters, grand-parents, mother and father-in-law, sister and brother-in-law, and grandchildren. In the event of the death of a spouse or child, up to seven (7) days will be allowed without deduction from pay or sick leave with an additional eight (8) days available to be charged against accumulated sick leave. If, in the opinion of the supervisor, a relationship exists similar to that of family relationship, this leave may be granted. These days are not accumulative from year to year.

Revised February 2016