



# **BEREAVEMENT LEAVE POLICY**

## **Purpose**

The purpose of this policy is to support employees during times of personal loss by:

- Providing clear guidance on bereavement leave entitlements
- Allowing appropriate time away to grieve and attend funeral services
- Ensuring consistent and compassionate administration of leave

## **Eligibility**

Bereavement leave is available to all regular full-time employees of Bonneville Academy. Part-time and temporary employees may request unpaid time off, which may be approved at the discretion of the Administrator.

## **Leave Entitlement**

Employees are entitled to the following paid leave, depending on their relationship to the deceased:

- Up to three (3) paid workdays for the death of an immediate family member
- One (1) paid workday for the death of an extended family member

## **Definitions**

Immediate Family includes: spouse, parent, child, stepchild, sibling, or spouse's parent.

Extended Family includes: grandparent, spouse's grandparent, or spouse's sibling.

## **Additional Time Off**

Employees who require more time than the leave allotted may request additional time off using Paid Time Off (PTO) or, with prior approval, take unpaid leave. All additional leave must be approved in advance by the Administrator.

## **Notification Requirements**

Employees must notify their Administrator or direct supervisor as soon as possible upon learning of a death in the family. The notification should include the name of the deceased, the relationship to the employee, and the dates requested for leave.





## Compensation

- Exempt employees will receive their regular salary during the approved bereavement leave period.
- Hourly (non-exempt) employees will be compensated based on their standard hourly rate. Bereavement pay does not include additional forms of pay such as bonuses, shift differentials, or commissions.

## Documentation

The school reserves the right to request reasonable documentation, such as an obituary or funeral program, to verify the employee's relationship to the deceased.

## Administrative Discretion

The Administrator has the authority to approve or deny bereavement leave requests based on the operational needs of the school. While all reasonable efforts will be made to accommodate requests, leave approval is not guaranteed in cases of significant staffing constraints.

