

Board of Education
Cache County School District
North Logan, Utah

CLAIM FOR DEATH/BEREAVEMENT LEAVE

Employees working 30 or more hours per week or that have a .50 FTE contract or higher, are to be allowed up to three days (can be extended to five days with the Superintendent's approval) of leave for the sole purpose of attending to needs arising from the death of an immediate family member. For purposes of this policy, "immediate" is defined in District Sick Leave Policy except that Bereavement Leave will also extend to immediate family members in a blended family, specifically "Step" relatives including father, mother, son, daughter, brother, and sister. Furthermore, this Bereavement Leave will also be available to eligible employees who suffer the loss of a child as a result of a miscarriage or stillbirth. Any other leave due to the death of a friend or family member will continue to be addressed by provisions of the current Personal Leave Policy (section "I b"). During leave for an immediate family member as defined above, the District will pay the cost of the substitute teacher.

Name of Individual_____

School_____ Position_____

Date(s)_____ Number of Days_____

Relationship of Deceased_____

Employee Signature_____

If substitute was hired, please give name_____