

## Sylvan Heights Science Charter School

**Policy Number:** 336

**Policy Title:** Bereavement Leave

**Approved:** September 21, 2020

**Revised:**

Authority:

This policy shall provide for absences for bereavement leave.

The Board of Trustees (Board) has the authority to specify reasonable conditions under which bereavement leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave.

Delegation of Responsibility:

Full-time employees shall be entitled to three (3) working days' leave in the event of a death in the immediate family or stepfamily. Members of the immediate or stepfamily shall be defined as father, mother, brother, sister, husband, wife, son, daughter, parent-in-law, or individual who resides in the same household.

Full-time employees shall be entitled to one (1) working days' leave in the event of a death of a grandparent, aunt or uncle.

The Principal/CAO or designee shall develop administrative regulations to implement this policy. All requests for bereavement leave shall be made to the Principal/CAO or designee.

Legal:

24 P.S. § 17-1716-A