

CLOVER PARK SCHOOL DISTRICT

Policy Series: Personnel

Policy No. 5403

Bereavement, Family, Emergency Leave – Non Bargaining Employees

Bereavement leave may be granted up to five days for death in the employee’s family. If extended travel or a second leave is necessary in order to attend to a funeral, memorial service or business relating to the death, two (2) additional days will be allowed. Family is defined as child (biological, adopted, foster, stepchild or legal ward), spouse, parent/parent-in-law, or person who stood in loco parentis to the employee when the employee was a child, or anyone residing as a member of the employee’s household.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.300	Hiring and discharging employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts
	RCW 49.12.270	Sick leave, time off — Care of family members
	Chapter 49.76 RCW	Domestic Violence Leave
Management Resources:		
	Policy News, October 2011	Policy Manual Revisions
	Policy News, April 2009	Domestic Violence Leave

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Former Policy Number 5321, 5323

Clover Park School District

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Discretionary