

## Policy GBLP

### ILLINOIS MATHEMATICS AND SCIENCE ACADEMY

#### SECTION G PERSONNEL

##### **BEREAVEMENT LEAVE**

The Academy provides time off with pay to arrange and/or attend funeral and memorial services of certain family members.

All regular, full-time and benefit eligible part-time employees are provided up to three (3) days bereavement leave following the death of an immediate family member (defined as current spouse, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, or in-laws), and one (1) day bereavement leave for other family members (aunt, uncle, cousin, niece, nephew).

Employees may be required to provide documentation of a death and the relationship to the deceased before leave time may be approved or paid. The employee must attend the memorial service in order to be eligible for paid leave.

An employee must notify their supervisor as soon as possible of their request. Immediate supervisors may approve the use of additional paid (e.g. vacation, personal) or unpaid leave. Additional time may be allowed at the discretion of the immediate supervisor. All paid leave available must be exhausted utilized before unpaid leave is approved.

**ADOPTED: May 16, 2012**

**AMENDED:**