

**BEREAVEMENT LEAVE**

Bereavement leave will be administered in accordance with the District's negotiated agreements. Those employees not working under a collective bargaining agreement are entitled to a maximum of five (5) days of bereavement leave per ~~calendar year~~ **per loss**. Only death in the immediate family shall entitle those not part of a collective bargaining agreement to bereavement leave, not deductible from sick leave. An additional two (2) days may be taken for travel outside the Borough.

Immediate family shall be considered persons having the relationship of husband, wife, father, son, daughter, mother, brother, sister, parent-in-law, brother or sister-in-law, son or daughter-in-law, grandparent, grandchild, or persons living at the employee's household as a part of the family.

For Reference – KEA Language

**SECTION 15 -BEREAVEMENT**

Death in the immediate family or of a grandparent, grandchild, or parent-or sibling-in-law, niece or nephew, aunt or uncle, first cousin, ex-spouse, foster child, stepchildren, and members of the same household and miscarriage with a doctor's verification shall entitle the teacher up to seven (7) days bereavement leave per loss, not deductible from sick leave. If additional days' absence is required, all days in excess of the seven will be deductible from sick leave. A request for an exception to this list of individuals may be submitted by the teacher to the Superintendent or his/her designee.

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Revision Date: 10/24/07**