



BEREAVEMENT LEAVE REQUEST FORM

Instructions: Employees should use this form to request time off for funeral / bereavement leave. Please complete this form, submit the form to your supervisor for signature and forward to the confidential administrative assistant, Mrs. Liz Woolf.

Employee Name: _____ Date : _____

Please complete the following information:

Relationship of Family Member (choose one)	Date of Knowledge of Death:	Beginning Date of Leave:	Date of Returning to Work:
<p>Immediate Family of Employee (five days)</p> <p><input type="checkbox"/> Spouse</p> <p><input type="checkbox"/> Same-gender domestic partner</p> <p><input type="checkbox"/> Custodial Parent</p> <p><input type="checkbox"/> Sibling</p> <p><input type="checkbox"/> Biological Parent</p> <p><input type="checkbox"/> Parent-in-law</p> <p><input type="checkbox"/> Grandparent</p> <p><input type="checkbox"/> Grandchild</p> <p><input type="checkbox"/> Niece / Nephew</p> <p><input type="checkbox"/> Child, biological, adopted, foster, stepchild of employee</p> <p><input type="checkbox"/> Near relative who resides in the same household _____ (Please provide relationship)</p> <p>Any person with whom the employee has made his / her home – please list below: Other</p> <p><input type="checkbox"/> Other: _____ (Please provide relationship)</p> <p>Near Relative (one day)</p> <p><input type="checkbox"/> First Cousin</p> <p><input type="checkbox"/> Aunt / Uncle</p> <p><input type="checkbox"/> Son-in-law / Daughter-in-law</p> <p><input type="checkbox"/> Brother-in-law / Sister-in-law</p> <p><input type="checkbox"/> Loco Parentis Relationship</p> <p><input type="checkbox"/> Other: _____ (Please provide relationship)</p>			
<p>If leave will be taken on an intermittent basis, please provide schedule here:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>If there is out of state travel for the superintendent to consider, please provide information here (or attach):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Approval Superintendent Signature: _____</p> <p><input type="checkbox"/> Not Approved Date: _____</p> <p>If there are exigencies for the board of directors to consider, please provide information here (or attach):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Approval Board President Signature: _____</p> <p><input type="checkbox"/> Not Approved Date: _____</p>			

 Employee's Signature

 Date

 Supervisor's Signature

 Date

E. Bereavement Leave

Whenever a Professional Employee or Temporary Professional Employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in

salary of said employee for an absence not in excess of five school days. The board of directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, niece, nephew (children of a sibling), grandparent, grandchild, or near relative who resides in the same household, or any person with whom the employee has made his/her home. Bereavement days must be used within 2 weeks of the death and/or funeral/celebration of life.

Whenever a Professional Employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral with additional days for out of state travel with the approval of the Superintendent. The board of directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. A near relative shall be defined as any relative identified in Section 1154 of the Pennsylvania School Code (as of the signing date of this agreement) who is not listed in the paragraph above.

Support Personnel Association (July 1, 2018-June 30, 2023)

4. Leaves - Death

Whenever a bargaining unit member or temporary bargaining unit member shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of five school days. Casual employees will receive four (4) days total. The board of directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. Members of the Immediate family shall be defined as grandparent, grandchildren, father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, niece, nephew (children of a sibling, not to include great nieces/nephews), or near relative who resides in the same household, or any person with whom the employee has made his/her home. Bereavement days must be used within 2 weeks of the death and/or funeral/celebration of life.

Whenever a bargaining unit member is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral with additional days for out of state travel with the approval of the Superintendent. The board of directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. A near relative shall be defined as any relative identified in Section 1154 of the Pennsylvania School Code (as of the signing date of this agreement) who is not listed in the paragraph above.

Act 14 of 1949

Section 1154. Payment of Salaries in Cases of Sickness, Injury or Death.

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Section 1154 - Act of Mar. 10, 1949, P.L. 30, No. 14 Cl. 24 - PUBLIC SCHOOL CODE OF 1949

Section 1154. Payment of Salaries in Cases of Sickness, Injury or Death.--(a) In any school year whenever a professional or temporary professional employe is prevented by illness or accidental injury from following his or her occupation, the school district shall pay to said employe for each day of absence the full salary to which the employe may be entitled as if said employe were actually engaged in the performance of duty for a period of ten days. Any such unused leave shall be cumulative from year to year in the school district of current employment or its predecessors without limitation. All or any part of such accumulated unused leave may be taken with full pay in any one or more school years. No employe's salary shall be paid if the accidental injury is incurred while the employe is engaged in remunerative work unrelated to school duties.

Whenever the boards of school directors of two or more school districts may establish any joint elementary public school, high school or department, or whenever two or more school districts shall merge or form a union school district or administrative unit in accordance with the provisions of sections 291, 292, 293, 294, 295, 296 and 297 of this act, the professional or temporary professional employes employed by the several boards of school directors establishing such joint school or department or merged or union school district or administrative unit shall be entitled to the sick leave accumulated in the individual school districts subsequently establishing such joint school or department or merged or union school district or administrative unit.

Professional and temporary professional employes who sever their employment with one school district and enter into employment with another school district shall be entitled to all accumulated leave not exceeding a maximum of twenty-five (25) working days acquired during their employment in the school districts of the Commonwealth.

The board of school directors may require the employe to furnish a certificate from a physician or other practitioner certifying that said employe was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this section.

The board of school directors of each school district shall maintain and supply annually to each professional and temporary professional employe a copy of a cumulative record of sick leave credited to and used by such professional or temporary professional employe. In any case involving a dispute over the amount of accumulated sick leave, a professional or temporary professional employe shall have a right of appeal to the Secretary of Education pursuant to such rules and regulations as he may establish.

((a) amended Aug. 18, 1971, P.L. 339, No. 88)

(b) Whenever a professional or temporary professional employe shall be absent from duty because of a death in the immediate family of said employe, there shall be no deduction in salary of said employe for an absence not in excess of three school days. The board of school directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employe has made his home.

(c) Whenever a professional or temporary professional employe is absent because of the death of a near relative, there shall be no deduction in the salary of said employe for absence on the day of the funeral. The board of school directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. A near relative shall be defined as a first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece,

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Section 1154 - Act of Mar. 10, 1949, P.L. 30, No. 14 Cl. 24 - PUBLIC SCHOOL CODE OF 1949

nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law. ((c) amended July 13, 2016, P.L.716, No.86)

(d) All compensation required to be paid under the provisions of this act shall be paid to the employe in the same manner and at the same time said employe would have received his salary if actually engaged in the performance of his duties.

(e) Any board of school directors may adopt rules or regulations pertaining to the payment of salaries of employes when absent from duty, extending the period of leave with or without pay in excess of that herein provided, or authorizing leaves with pay for other purposes. This act is not intended to repeal any rule or regulation of any board of school directors now in effect which does provide for such additional compensation or additional period of leave with pay. ((e) amended Dec. 22, 1965, P.L.1180, No.467)

(1154 amended May 24, 1951, P.L.368, No.84)

10/1/2018

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Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Number	336
Status	Active
Adopted	November 15, 2016

Authority

This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.

The Board has the authority to specify reasonable conditions under which personal necessity 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.[\[1\]](#)[\[2\]](#)

Guidelines

Personal Leave

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Bereavement Leave

Bereavement leave with pay shall be granted to district employees in accordance with law, applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[\[2\]](#)