Adopted: 01/16/18

**Academic Arts High School Bereavement Policy**

1. PURPOSE  
   1. Policy. The school district’s bereavement policy has been created to allow staff to take time off not specified by the Paid Time Off (PTO) policies for the death of a family member.
2. POLICY  
   1. Up to a maximum of five (5) days (per incident) of bereavement leave with pay shall be allowed by the school district upon the death of an eligible employee's spouse, child, stepchild, foster child, or domestic partner/permanent member of the household.
   2. Up to a maximum of three (3) days (per incident) of bereavement leave with pay shall be allowed by the school district upon the death of an eligible employee's grandparent, parent, foster parent, sibling, mother or father-in-law, daughter or son-in-law.
   3. Up to a maximum of two (2) days (per incident) of bereavement leave with pay shall be allowed by the school district upon the death of an eligible employee's aunt, uncle, niece, nephew, any family member of the employee's spouse's family or any other family member approved by the school district not specifically mentioned.