

## **BEREAVEMENT LEAVE**

The Terrebonne Parish School Board shall grant employees a leave of absence to attend the funeral of family members or fellow employees, as follows:

1. Deaths in the Family

An employee shall be granted a leave of absence, without loss of pay, for a period of two (2) days due to the death of the following:

- a. Spouse
- b. Child or spouse of child
- c. Parents, or parents of spouse
- d. Brother, sister, or spouse of brother or sister
- e. Grandparents, or grandparents of spouse
- f. Grandchild
- g. Aunts or uncles
- h. A person living and being cared for under the same roof as that of the employee
- i. Niece or nephew
- j. Godchild

The employee may be granted more than two (2) days absence, upon proper request, provided the additional days shall be deducted as emergency leave.

2. Deaths of Teachers or Other Employees

a. Teachers

Fellow teachers and pupils of a deceased teacher may be permitted to attend the funeral of the deceased at the discretion of the Superintendent.

b. Other Employees

Fellow workers of a deceased employee of the Board may be permitted to attend the funeral of the deceased at the discretion of the Superintendent.

Revised: July 1996

Revised: June 2008

Revised: July 2009

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 7-12-77, 5-21-91, 7-16-96, 6-3-08, 7-7-09.