

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.23

Title All Personnel

Bereavement Leave

Full-time and part-time employees may apply for leave with pay to attend the funeral/memorial service for family members.

In the event of a family member's death, authorization for funeral leave will be:

Five (5) days or less for employee's:

Spouse

Son or daughter including step relationship

Father or mother including step relationship

Three (3) days or less for employee's:

Son-in-law or daughter-in-law including step relationship

Grandchild

Two (2) days or less for employee's:

Father-in-law or mother-in-law including step relationship

Brother or sister including step relationship

One (1) day for employee's:

Brother-in-law or sister-in-law including step relationship

Grandparent or grandparent-in-law

Foster child

A completed Request and Authorization for Leave is required.

When a negotiated master contract exists, the terms shall be as specified in that agreement for those covered employees.

Date of adoption 8/20/76

Legal Reference: (Code of Iowa)

Date of last revision 10/11/04

20.9; 260C; 279.8

Date of current revision 7/1/14

Related Administrative Procedures and Cross References _____