



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7140

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CATEGORY: **Personnel, Leaves/Absences**

EFFECTIVE: **1-29-62**

SUBJECT: **Bereavement Leave**

REVISED: **11-06-06**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the use of bereavement leave during the regular school year and summer session. This procedure applies to contract certificated and monthly classified employees. Temporary or hourly employees are not eligible for bereavement leave.
2. **Related Procedures:**

Personal business leave .....	7134
Personal necessity leave .....	7136

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-2220, I-2420; Education Code Sections 44985, 45194; Collective Negotiations Contracts.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on the topic shall prevail over any language to the contrary in this procedure.

## C. GENERAL

1. **Originating Office:** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Chief of Staff.
2. **Definitions**
  - a. **Day:** For payroll reporting purposes, *eight hours* for a full-time assignment. Absences of regular employees assigned less than full time are also reported in hours on a proportionate basis (i.e., half-time employee = *four hours*; three-fourths-time employee = *six hours*.). A “day” of a summer session for certificated employees is 5 hours for half-day programs or 8 hours for full-day programs.

- b. **Immediate family:** The following relatives of the employee or employee's spouse:

Mother*	Grandmother	Aunt
Father*	Grandfather	Uncle
Son	Grandchild	Niece
Daughter	Son-in-law	Nephew
Brother	Daughter-in-law	Domestic partner
Sister	Brother-in-law	Any relative living in immediate household of employee
Spouse	Sister-in-law	

\*Includes step-parent and court-appointed legal guardian.

### 3. **Regulations**

- a. **Bereavement leave** pay can be granted only when an employee is in a paid status (i.e., on a scheduled workday within his/her regularly assigned work year).
- b. **Absence without loss of salary** may be granted for an employee upon death of a member of his/her immediate family (or that of the spouse), as defined above, for a period not to exceed five days.
- c. **Absence in excess** of five days specified above may be taken as a personal business leave and involves loss of salary (Procedure 7134). At the employee's election, accumulated sick leave days may be used to cover additional absences if such absences meet requirements of personal necessity leave (Procedure 7136).
- d. **Employees who fraudulently** claim bereavement leave benefits will be subject to disciplinary action.

## D. **IMPLEMENTATION**

### 1. **Employee**

- a. **Makes verbal request to principal** or department head for bereavement leave; completes "Short Term Leave with Pay" form upon return to duty.

- b. **If absence extends** beyond five days allowed for bereavement leave, requests personal business absence (unpaid), personal necessity leave or vacation for additional days.
2. **Principal/department head** requests substitute if needed; approves absence and forwards "Short Term Leave With Pay" form to the time-recording secretary for filing.
3. **Time-recording secretary** enters information concerning absence into the Time and Labor System using applicable time reporting codes. After entering the absence into Time and Labor, the time-recording secretary files the "Short Term Leave With Pay" form with site timekeeping records.
4. **Human Resource Services Division** supplies substitutes as requested.

**E. FORMS AND AUXILIARY REFERENCES**

1. Short Term Leave with Pay form,  
[http://prod031.sandi.net/personnel/html/HRSD\\_Forms/HRSD\\_Emp\\_Forms.htm](http://prod031.sandi.net/personnel/html/HRSD_Forms/HRSD_Emp_Forms.htm)

**F. REPORTS AND RECORDS**

1. Short Term Leave with Pay forms are maintained with site timekeeping records for three years following the close of the current fiscal year.

**G. APPROVED BY**



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Chief of Staff  
For the Superintendent of Schools