

	<b>Huron School District #2-2</b>	Code: GCBD-4(N) Professional Staff Leaves & Absences (Funeral Leave)
	Policies and Regulations	

Professional Staff Leaves and Absences  
(Funeral Leave)

**A) Funeral in Immediate Family**

The immediate family will include father, mother, husband, wife, sons, daughters, stepfather, stepmother, stepsons, stepdaughters, all of these in-laws, and permanent members of the household.

Up to and including a total of five (5) days for any one death in any one year may be taken and charged to personal sick leave for death in the immediate family. Leave is not cumulative above five (5) days per death.

All leave for any given death must be taken within five (5) work days of the funeral of the immediate family member.

**B) Funeral of other Family Members**

Other family members will include brothers, stepbrothers, sisters, stepsisters, grandparents, grandchildren, aunts, uncles, nieces, nephews, great-grandchildren, and all these in-laws.

Up to and including a total of three (3) days for any one death in any one year may be taken and charged to personal sick leave for death of other family members. Leave is not cumulative above three (3) days per death.

All leave for any given death must be taken within three (3) work days of the funeral of the other family member.

**C) Other Funerals**

One day per year will be charged to personal sick leave for attendance at other funerals. Any additional days required will be covered under GCBD-8 (N) (Absence for Extraordinary Circumstances).