



Bereavement Leave Frequently Asked Questions

What is Bereavement Leave?

Bereavement Leave is paid leave available to employees in the event of the death of an immediate family member.

Who qualifies as immediate family?

Immediate family is defined as a spouse, parent, sibling, child, grandparents, grandchild, or in-law or step-relative counterparts.

Who is eligible for Bereavement Leave?

Full-time employees who have completed a six-month probationary period.

How much leave is given for Bereavement Leave?

Three (3) days of paid bereavement leave is available to employees in the event of the death of an immediate family member per fiscal year.

Two (2) additional days may be available if the destination of the funeral is over two hundred and fifty (250) miles away. Documentation supporting this request must be submitted with the leave request.

Do the days credited for Bereavement Leave have to be used consecutively?

If you are granted the additional two (2) for travel, the entire 5 days has to be taken consecutively.

Can Bereavement Leave be carried from year to year?

No, it is not cumulative.

How is Bereavement Leave requested?

Employees must request Bereavement Leave via the Time Off system in Employee Access/Skyward as an "Employee Request". The appropriate supporting documentation needs to be attached to the request for Leave Accounting's review. Do NOT attach a link because the link (from a newspaper, funeral home, etc.) may expire.

Refer to the “How to Request Leave” Guide on Leave Accounting’s webpage for additional information and instructions.

What if it is an emergency and I don’t have 2 days to request leave?

In the case of an extreme emergency and prior approval cannot be obtained by the employee he/she shall notify the site administrator or designee of his/her absence and submit the required leave request form as soon as possible.

What if I need more than 3 days?

An employee may use up to three (3) days of other leave he/she may have accrued (sick, annual, or compensatory) for one or more subsequent deaths in the employee’s immediate family if the employee has already exhausted the employee’s three (3) days of bereavement leave during a year. If the employee does not have another type of leave available to use, he/she can go on leave without pay (LWOP).

What documentation is needed?

Employees are required to provide a copy of the obituary or other satisfactory document that identifies the employee as immediate family and the date of death. It must be submitted/attached with the leave request in Time Off. DO NOT attach the website where obituary is located because it will eventually expire.

If you request the additional two (2) for travel, supporting documentation must be submitted with the leave request.

How long after the death of an immediate family member do I have to use Bereavement Leave?

Bereavement leave ordinarily is to be used within twenty (20) days of the death of the family member, unless the employee documents a legitimate reason to extend this period on the Bereavement Affidavit.

The Bereavement Affidavit is located at the following link:

<https://www.leonschools.net/cms/lib/FL01903265/Centricity/domain/33/payroll/benefits/Bereavement%20Affidavit-2017.pdf>