Section D. A teacher will be granted time off without loss of pay for up to five (5) consecutive work days from the date of death in cases of death of the teacher’s spouse, child, sibling, parents, grandparents, mother and father-law or brother and sister-in-law or a person who is a member of the teacher’s immediate household and in substance occupies a similar relationship to the teacher.

One (1) day shall be granted to attend the funeral of other relatives.

Additional days may be granted without loss of pay with the written approval of the Superintendent.

One day shall be granted to attend the funeral of a close personal friend. Said day will be deducted from the staff member’s accumulated sick days.

Date submitted: ___________________________ Date(s) of Leave: ___________________________

Print Your Name: _______________________________________________________________

Relationship: _________________________________________________________________

Is substitute required: ________________ yes ________________ no

Your Signature: _______________________________________________________________

Principal’s signature: ___________________________ Date: _________________________

Superintendent’s signature: ___________________________ Date: _________________________