

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 listed below.

1. Spouse
2. Son or Daughter including "Step Relationship"
3. Father or Mother including "Step Relationship"
4. Father or Mother-in-law including "Step Relationship"
5. Son or Daughter-in-law including "Step Relationship"
6. Brother or Sister-in-law including "Step Relationship"
7. Grandfather - Grandmother
8. Grandchildren
9. Foster children
10. Brother and Sister including "Step Relationship"
11. Grandparents-in-law

Leave authorization will normally be for one day to as many as three days, depending on relationship of the deceased and location of the funeral. The President shall have the discretion to determine the number of days and may also extend a leave up to a maximum of five days for exceptional circumstances.

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 7/1/98

20.9; 260C; 279.8

Date of current revision 10/11/04

Related Administrative Procedures and Cross References _____

B O A R D P O L I C Y

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