

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

4.240 BEREAVEMENT LEAVE

SECTION 4.240.1 Bereavement Leave Procedure

Employee

Makes verbal request to the appropriate manager or supervisor for bereavement leave.

Completes form P-9 upon return to duty.

If absence extends beyond the three days (or five, if out-of-state travel is required) allowed for bereavement leave, personal business leave or personal necessity leave may be requested for the additional days.

School/Department

Manager/Supervisor approves absence and forwards form to Personnel Services.

Payroll Department processes forms and reviews for compliance with Board policies and procedures.