

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 7/29/91

**Page:** 1 of 1

**Reference:** EC 45191, 45194;  
PC 65.400

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.3 CLASSIFIED PERSONNEL**

**4.304 BEREAVEMENT LEAVE**

---

**SECTION 4.304.1 Bereavement Leave**

**Regulations**

1. Absence without loss of salary shall be granted regular classified employees for a period not to exceed three days – five days if out-of-state travel is required – upon the death of a member of his/her immediate family. The definition of "immediate" shall be mother, father, spouse, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, or grandchild of employee or spouse, or any relative residing in the employee's household. Such leave shall be for the purpose of attending memorial or burial services and arranging family or personal matters. Individuals who are unit members shall be governed by the conditions of the collective bargaining agreement. All non-represented employees shall be governed by the language as stated in the above policy.
2. Absence in excess of the above allowance may be taken as personal necessity leave.

**Implementation**

1. **Employee**
  - a. Makes a verbal request to the appropriate manager or supervisor for bereavement leave.
  - b. Completes "Statement of Absence" (P-9) form upon return to duty.
  - c. If absence extends beyond the three days (or five, if out-of-state travel is required) allowed for bereavement leave, requests Personal Business leave or Personal Necessity leave for the additional days.
2. **School/Department**
  - a. Manager/Supervisor – Approves absence; and forwards "Statement of Absence" (P-9) to Payroll Department.
  - b. Payroll Department – Processes forms, maintains records, and reviews for compliance with Board policies and procedures.