

# Williamson County Board of Education

**Adopted Date:**

5/28/90

Reviewed 6/11/01

REV 1/18/05; 3/20/06;

9/19/11; Editorial 6/6/14

5.312

BEREAVEMENT LEAVE  
CLASSIFIED & CERTIFIED

1 Bereavement leave shall mean leave of absence taken because of the death of the employee's  
2 spouse, parent, grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-  
3 law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step child, step parent, or other  
4 family member with approval of the Superintendent of Schools, which necessitates the absence of  
5 the employee. Bereavement leave is granted for making funeral arrangements; attending the  
6 funeral and burial, wake and/or visitation; dealing with the deceased person's possessions and  
7 will; and any other ancillary matters that employees must address when a loved one dies.  
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10 Employees will be allowed a maximum of three days of bereavement leave with pay (without being  
11 charged vacation or sick leave) each school year, unless otherwise agreed in an employee  
12 contract. These days shall be non-cumulative. This does not eliminate the use of sick leave (or  
13 vacation leave for classified employees) or unpaid leave for bereavement if the need exceeds  
14 three days.  
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16 When a certified employee is unable to meet classes, he/she shall notify the Principal/supervisor  
17 or designee as soon as possible before school opens. Classified employees shall notify the  
18 appropriate Principal/supervisor as soon as possible.  
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20 The certified employee shall notify the Principal/supervisor or designee a reasonable length of  
21 time before he/she intends to return to the classroom and not later than the day before, so that a  
22 substitute may be notified.  
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25 The Superintendent of Schools, or the Superintendent's designee, may require documentation to  
26 verify the cause or familial relationship involved in any bereavement leave claim.  
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35 Legal Reference:

36 TCA 49-5-710  
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