

CLAREMORE PUBLIC SCHOOLS

BEREAVEMENT LEAVE NOTICE

Certificated Personnel

Each teacher shall be granted seven days bereavement leave, without loss of pay, and shall apply to each occurrence of death to members of the immediate family. Immediate family shall be defined as - spouse, parents, children, brothers or sisters, legal guardian, grandparents, spouse's parents or grandparents, brothers-in-law or sisters-in-law, and spouses of members of said immediate family. Each teacher shall be granted up to two days bereavement leave, without loss of pay, which shall apply to each occurrence of death to a family member related by the third degree of affinity. When the occurrence of death in the immediate family involves a distance of greater than 200 miles from Claremore, the teacher shall be granted up to seven bereavement days and two travel days without loss of pay. (1989 Negotiations, Item).

First degree (by consanguinity) -- blood children

First degree -- father and mother, husband, wife

Second degree -- grandfather and grandmother, brothers, sisters

Third degree -- uncles and aunts

I give notice of bereavement leave for: _____

(name of family member/relationship)

The leave shall begin on: _____/_____/_____ and end on _____/_____/_____.
month day year month day year

This leave involves a distance of greater than 200 miles from Claremore. Yes___ No___

Teacher's Signature _____ Date _____

Principal's Signature _____ Date _____

Distribution:
Original: Personnel Office
Copies: Principal
Teacher