

1 **ARTICLE 14: BEREAVEMENT LEAVE**

2 14.1 The District agrees to grant necessary leave of absence with pay at the unit
3 employee's regular rate not to exceed three (3) days, or five (5) days if 200 or
4 more miles of one-way travel from the campus is required, on account of the
5 death of any member of the immediate family of a unit employee. Members of
6 the immediate family shall mean the father, mother, brother, sister, wife,
7 husband, child, grandchild, stepfather, stepmother, stepson, stepdaughter,
8 mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-
9 in-law, grandmother, grandfather, grandfather of the spouse, grandmother of
10 the spouse, foster parents in lieu of father or mother, foster children, and former
11 legal guardian or legal ward living in the immediate household.

12 14.2 Unit employees may request approval by their immediate manager to utilize
13 other leave (paid or unpaid), as may be available and authorized in accordance
14 with the provisions of this Agreement, for absence on account of the death of
15 any relative not designated as an immediate family member pursuant to Article
16 14.1. Such absence shall not exceed three (3) days, or five (5) days if 200 or
17 more miles of one-way travel from the campus is required.

18 14.3 Unit employees, except as provided below, shall be required to notify their
19 immediate manager or department office no later than one (1) hour after the
20 start of their regular work shift to request Bereavement Leave, except in the
21 case of extraordinary circumstances. Unit employees on a swing, graveyard, or
22 campus police officers shift shall notify their immediate manager or department
23 office at least one (1) hour prior to the start of their regular work shift to request
24 Bereavement Leave, except in the case of extraordinary circumstances.
25 Failure to provide the required notice may result in ineligibility for paid leave
26 and may be considered to be unauthorized absence.

27 14.4 Unit employees shall be required to complete a leave verification form provided
28 by the District and provide such proof of eligibility for Bereavement Leave
29 benefits as may be required by the District.
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