

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

**4464.4 Bereavement Leave**

- A. All regular employees in the classified service shall be entitled to a leave of absence, as necessary, not to exceed three days or five days if travel of 350 miles or more or out-of-state travel is required, on account of the death of any member of the employee's immediate family. No deduction shall be made from the salary of the employer nor shall such leave be deducted from other granted leaves by the County Superintendent or these rules.
- B. Member of the "immediate family" shall mean the mother, father, stepmother, stepfather, grandmother, grandfather, or a grandchild of the employee or of the spouse or domestic partner of the employee; and the spouse or domestic partner, son, son-in-law, daughter, daughter-in-law, stepchild, brother, sister, brother-in-law, or sister-in-law, of the employee or any relative living in the immediate household of the employee.
- C. Additional bereavement leave may be paid as provided under Personal Necessity Leave, Rule No. 4464.5.
- D. The employee shall be required to sign, on a prescribed form, a statement that such absence was due to a bereavement leave as defined above.

Reference:

Education Code Sections 45101 and 45207

Approved:  
Revised:

April 22, 1993  
May 27, 1993  
Oct. 27, 2005  
March 23, 2017  
October 26, 2017  
June 28, 2018