



Small is Mighty

Policy #: 410.1

Name of Policy: Bereavement Leave

Adoption Date: 9/2/25

Updated:

Applies to: All Marine Village School Staff (Teachers, Administrators, and Support Personnel)

Purpose

Marine Village School recognizes the emotional and practical challenges that come with the loss of a loved one. This policy provides clear guidelines for bereavement leave, supporting our staff through time off to grieve, attend services, and manage personal matters related to a death in the family.

Bereavement Leave Entitlement

1. Immediate Family (6 Days Paid Leave)

Marine Village School employees are eligible for **up to six (6) paid days** of bereavement leave upon the death of an immediate family member.

Immediate family is defined as:

- Spouse or Domestic Partner
- Children (biological, step, or adopted)
- Parents (biological, step, or adoptive)
- Siblings
- Grandchildren
- Grandparents
- In-laws equivalent to the above (e.g., mother-in-law, father-in-law, son-in-law, daughter-in-law)

2. Extended Family and Other Relatives (2 Days Paid Leave)

Employees are eligible for **up to two (2) paid days** of bereavement leave for the death of other family members not listed as immediate family. This includes, but is not limited to:

- Aunts and Uncles
- Cousins
- Nieces and Nephews
- Friends or others with a close personal connection

Additional Time Off

- If additional time off is needed, it must be taken using **available Personal Time Off (PTO)**.
- **No bereavement leave will be granted** beyond the limits above without sufficient available PTO.
- All PTO requests must follow Marine Village School's standard time-off request procedures and require approval.

Request Procedure

To request bereavement leave at Marine Village School:

1. Notify the Human Resources/Operations Manager as soon as possible.
2. Provide the name and relationship of the deceased.
3. Indicate the requested dates for bereavement leave.
4. Submit a PTO request for any additional time off needed beyond the standard bereavement leave.

Additional Guidelines

- Bereavement leave must be used within a reasonable time of the family member's passing or shared with administration if allocated time needs to be used for extenuating circumstances at a later time (ie estate work, weather related funerals and burials that may be at different times, etc.)

- Documentation (e.g., obituary, funeral program, or other verification) may be requested by Human Resources.
- Marine Village School reserves the right to review and approve leave on a case-by-case basis to ensure fairness and consistency.