BEREAVEMENT LEAVE

Education Code Section(s)

88194. Every person employed in the classified service of any community college district shall be granted necessary leave of absence, not to exceed three days, or five days if out-of-state travel is required, on account of the death of any member of his or her immediate family. No deduction shall be made from the salary of the employee nor shall such leave be deducted from leave granted by other sections of this code or provided by the governing board of the district. The governing board may enlarge the benefits of this section and may expand the class of relatives listed below as members of the immediate family. “Members of the immediate family,” as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060).

88200. Governing boards of community college districts may allow permanent classified employees to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

A. Applicability of this Rule

This Rule applies to management, confidential, and other non-represented employees. Procedures for represented employees are contained in their respective bargaining agreements.
B. Bereavement leave shall be granted with pay to regular unrepresented employees in the classified service not to exceed three working days, or five working days if required to travel out-of-state or farther than 200 miles one way, on account of the death of any member of his/her immediate family. “Member of the immediate family” means:

1. The mother, father, grandmother, grandfather, or grandchild of the employee or the employee’s spouse or registered domestic partner.

2. The spouse, registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee.

3. Any relative living in the immediate household of the employee.

C. Bereavement leave not exceeding three working days may be granted in case of death of:

1. Persons other than those named in Paragraph B. who are closely related by blood or marriage.

2. A close friend for whose funeral arrangements an employee has responsibility.

3. A fiancé/fiancée, lifelong friend, roommate, or friend living in the same domicile.

Bereavement leave allowed under the provisions of this paragraph requires approval by the appropriate administrator, who shall determine the amount of leave of absence with pay to be granted.

D. Bereavement leave must commence and end within ten calendar days after the date of death or after the date the employee is notified of the date of the funeral.

E. Time spent on bereavement leave shall not be deducted from other types of leave.

F. If the bereavement leave of an employee on a 9/80 or 4/40 work schedule falls on the employee’s scheduled nine (9) or ten (10) hour working day, he/she shall be granted nine (9) or ten (10) hours of bereavement pay, whichever is applicable.

G. A permanent employee may, upon approval of the appropriate administrative authority, interrupt or terminate a vacation leave in order to begin bereavement leave.

H. The employee shall, to the extent practicable, give his/her immediate supervisor, prior notice of his/her intent to take bereavement leave. In all cases in which the granting of the leave is permissive, prior notification shall be required in order to receive compensation.

I. The employee shall, upon request, furnish evidence acceptable to his/her immediate supervisor that leave taken in accordance with the provisions of this rule was in connection with bereavement. The supervisor may take steps necessary to verify the validity of the evidence.