

**G-3150 GCCH
PROFESSIONAL STAFF
BEREAVEMENT LEAVE**

In case of death in the immediate family, the employee shall be allowed up to five (5) working days immediately following the date of such death to be deducted from available leave. The immediate family is defined in GCCA. In extenuating circumstances, permission for additional bereavement leave may be granted by the Superintendent. This leave may be paid or unpaid dependent upon available leave balances.

Funeral Leave

Employees may be excused, with deduction of available leave, for a period up to one (1) day, to attend funeral services of friends or relatives other than those defined as immediate family, in the bereavement leave policy. The District may require the employee to present a death certificate or other form of documentation that the District determines is appropriate.

Bereavement leave may be paid or unpaid depending on the employee's available personal leave, followed by available sick leave, and finally leave without pay.

Adopted: January 8, 2026