

ADMINISTRATIVE STAFF FUNERAL LEAVE

All administrators on 12-month contracts shall be allowed two (2) days funeral leave. Any additional time granted shall be the decision of the superintendent, who will take into consideration traveling distance and other problems.

Funeral leave shall be defined as leave for death in the immediate family or deaths other than in the immediate family where there has been a close relationship.

Funeral leave granted in addition to the two (2) days specified in the first paragraph shall be counted against sick leave time.

In the event of death in the immediate family and where extended travel is involved and/or the teacher is responsible for funeral arrangements, the additional use of the unused Personal Leave days may be requested.

In the event that a funeral is held for a Todd County School District student, a district employee, or a member of an employee's immediate family, staff members may be excused to attend the funeral service without charge to funeral leave, with the superintendent's permission.

CONTRACT REFS.: Administrators' Organization Agreement

ADOPTED: April 18, 1983

REVISED: March 14, 1994

REVIEWED: August 24, 2015

REVISED: May 23, 2016