

# BEREAVEMENT LEAVE for licensed employees



*up to 8 days per death*  
of spouse, parent, step-parent, or child

*up to 3 days per death*  
of grandchild, sibling, aunt, uncle, niece, nephew,  
parents/brother/sister/son/daughter-in-law

*up to 2 additional days*  
for required travel over 350 miles one way

*up to 3 additional days*  
for estate business of last remaining parent, taken  
within 1 calendar year

## Sick Bank for licensed employees

Years Employed	1	2	3	4 +
Sick Bank days available at full pay	0-10 employee pays first 2 days of sub cost	0-10 employee may pay up to 10 days of sub cost	25-40 employee may pay up to 15 days of sub cost	120 employee may pay up to 15 days of sub cost
Additional days per circumstances	N/A	10 employee pays sub cost	40 employee pays sub cost	
Significant major illness or injury	N/A	20 employee pays sub cost	Days sufficient to transfer to long-term disability employee pays sub cost	
Best time to apply for Sick Bank	8 sick days remaining	12 or more sick days remaining	14 or more sick days remaining	15 or more sick days remaining

1. Employee must donate one day of sick leave to the bank in order to participate.
2. Employee must apply for Sick Bank through HR. (120 day limit within 48 months.)
3. Sick Bank days are granted to eligible licensed employees only after all accrued sick leave, family sick leave, vacation leave (if applicable), and 2 personal leave days have been used.
4. Penalties apply if sick bank used more than once per year or the employee terminates employment within the current and following school year.