

Medford Area Public School District

Funeral Leave Request Form
(Certified Staff)

CERTIFIED STAFF - Reference: Employee Handbook, Section 7.5

A professional staff member is eligible for up to three (3) days, with pay, in the event of a death in the immediate family of the professional staff member or spouse (immediate family is defined as spouse, mother, mother-in-law, step mother, father, father-in-law, step father, child, sister, step sister, brother, step brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, step grandparent, great grandparent, grandchild, foster parent, or foster child). If additional time off becomes necessary and is requested by the professional staff member and approved by the District Administrator or designee, then the additional time off shall be deducted from the professional staff member's sick leave. This decision is not subject to appeal to the Grievance procedure.

A leave without loss of pay for one (1) full day will be allowed for attendance at a funeral of those relatives of the professional staff member or spouse not covered in the first paragraph of this section. Relatives in this section shall mean: uncles, aunts, nieces, nephews, or cousins. Requests for leave available under this paragraph shall be made to the District Administrator. If such leave is approved, a day of sick leave will be deducted from the professional staff member's cumulative sick leave.

Request made by (staff name):		
Date(s) of requested leave:	Date of funeral:	Location of funeral:
Specify name and which relative (as defined above):		

Complete and turn in to your building principal

<i>For Office Use Only</i>			
<u>Disposition</u>			
<input type="checkbox"/>	Employee may go with 3 days paid		
<input type="checkbox"/>	Employee may go with 2 days paid		
<input type="checkbox"/>	Employee may go with 1 day paid		
<input type="checkbox"/>	Employee may go with 1 day paid ▶ deduct 1 day sick leave		
<input type="checkbox"/>	Employee may go without pay		
<input type="checkbox"/>	Leave request denied		
Principal	Date	District Administrator	Date