

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

800

LAW AND RULES

December 18, 2002

800 BEREAVEMENT

Education Code 45194

Every person employed in the classified service of any school 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 death of any member of his immediate family. No deduction shall be made from the salary of such 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 grandchild of the employee or 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...

- A. A classified employee shall be granted bereavement leave, not to exceed three working days, because of the death of any member of the employee's immediate family. If out-of-State travel or more than 200 miles of one-way travel is required, leave shall be granted, upon request, for up to five working days. "Member of the immediate family" is defined at the employee's
1. spouse or cohabitant who is the equivalent of a spouse
 2. parent (includes in-law, step, and foster, of cohabitant who is the equivalent of a spouse)
 3. grandparent (includes, in-law and step)
 4. child (includes son/daughter-in-law, step and foster child)
 5. grandchild (includes grandchild of spouse, spouse's step grandchildren and grandchild of cohabitant who is the equivalent of a spouse)
 6. brother
 7. sister
 8. relative living in the employee's immediate household.
- B. Bereavement leave must commence within 10 calendar days after the death. If more than one such death occurs simultaneously, the leaves may be taken consecutively.
- C. A permanent employee may interrupt or terminate a vacation period in order to take bereavement leave.
- D. To the extent practicable, the employee shall give his/her immediate supervisor prior notice of the need for bereavement leave.
- E. Upon request, the employee shall furnish evidence acceptable to the immediate supervisor that leave taken in accordance with this Rule was in connection with bereavement. The supervisor may take steps necessary to verify the validity of the evidence.

CHANGE:

To revise and update rules.

Remove: August 28, 2002. Add: December 18, 2002, 2002.

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