

APPENDIX 7

REQUEST FOR BEREAVEMENT LEAVE

Please fill in this form and submit to your Immediate Supervisor when attending the funeral of a relative in your immediate family (spouse; son; daughter; brother; sister; step-parent; stepchild; immediate relative-in-law; grandparent; grandchild; father; mother; and person living in the same household).

Date: _____

I, _____ hereby request

_____, for Bereavement Leave.
(date/dates)

Name of Relative and Relationship: _____

I CERTIFY THAT THIS BEREAVEMENT LEAVE IS NOT BEING USED IN VIOLATION OF THE AGREEMENT, ARTICLE 8, PARAGRAPH C, BEREAVEMENT LEAVE.

Signed: _____
Applicant

Principal/Immediate Supervisor's Signature

Superintendent's Signature