

BEREAVEMENT LEAVE BANK POLICY

The Bereavement Leave Bank is created for the purpose of alleviating economic hardship incurred by bank members due to the death of an immediate family member. Other catastrophic events such as, but not limited to, the abduction of a child, or the loss of a home due to fire or natural disaster may also be covered under this bank.

Immediate family is defined as spouse, children, siblings, parents, grandparents, grandchildren, father/mother in-law, and son/daughter in-law.

1. MEMBERSHIP IN THE BEREAVEMENT LEAVE BANK

Membership in the Bereavement Leave Bank is voluntary and is open to all fulltime employees of School District 193. To be eligible for a grant during any school year, each eligible employee must become a Bereavement Leave Bank member no later than October 1, or within thirty (30) days following initial employment, as is appropriate. Membership in the bank shall continue until the employee is no longer employed by School District 193, or until the employee withdraws his or her membership by submitting a written request to the Bereavement Leave Bank Committee. A member may not withdraw those days of sick leave already contributed to the Bereavement Leave Bank.

2. ADMINISTRATION OF THE BEREAVEMENT LEAVE BANK

The Bereavement Leave Bank Committee shall manage the School District 193 Bereavement Leave Bank program and shall consist of the following members:

- Three (3) members appointed by the Mountain Home Education Association
- One (1) trustee appointed by the Board of Trustees
- One (1) administrator appointed by the Board of Trustees
- One (1) classified employee appointed by the Classified Steering Committee

Bereavement Leave Bank Committee members shall serve from September 1 to August 31, with committee appointment to be made by April 1. Bereavement Leave Bank Committee members may be re-appointed to the Committee.

Days granted to members will be drawn from a pool of days established by the donation of one (1) day of sick leave per member upon his or her initial entry into the Bereavement Leave Bank. In addition, the District shall make an initial contribution of sixty (60) days of leave to establish the pool. The Bereavement Leave Bank Committee shall determine the number, if any, of additional sick leave days each participant must contribute to keep the bank solvent with the following limitations:

- A. Each participant must contribute the same number of additional days as declared by the

Bereavement Leave Bank Committee to remain a member of the bank.

- B. All days contributed may be whole or fractional days.
- C. Partial days may be granted to applicants at the discretion of the Bereavement Leave Bank Committee.
- D. The Bereavement Leave Bank Committee shall report all days granted by the Bank to the School District Administration Office and all other information necessary for the employee's records.

3. APPLICATION FOR BEREAVEMENT LEAVE GRANTS

Bereavement leave may be used to cover an employee's absence from school due to the death of an immediate family member. Other catastrophic events as outlined above may also be eligible for bereavement leave coverage.

Each member of the Bereavement Leave Bank may, upon approval of his or her administrator, use two (2) days of bereavement leave per year without applying to the Bereavement Leave Bank Committee. In the event of an extended bereavement, the employee must contact the School District Office to obtain approval. Days taken in excess of the two (2) day allowance, without prior approval by the Bereavement Leave Bank Committee, may not be approved, and may be subject to loss of pay.

4. MAXIMUM DAYS

The maximum number of days that may be granted to any one employee during a school year is ten (10) days. This limit may be extended up to an additional ten (10) days in the event of extenuating circumstances.

LEGAL REFERENCE:

Idaho Code 33-1216(b)

ADOPTED: April 19, 2011
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