

**MIDDLETON SCHOOL DISTRICT #134  
POLICY AND PROCEDURE MANUAL  
SECTION 6000 - Administration**

**ADMINISTRATIVE BEREAVEMENT LEAVE.....POLICY 6013**

Administrative employees shall be allowed a leave of absence with full pay, of appropriate length as determined by the Superintendent or his designee, when such absence is due to the death of the employee's (or spouse's) family or close friends.

- a. A maximum of five (5) days leave with pay, per occurrence, will be allowed in the event of a death in the “immediate family.”
- b. A maximum of two (2) days leave with pay, per occurrence, will be allowed in the event of a death in the “not immediate family.”
- c. If extenuating circumstances require an extension of time, additional days may be granted by the Superintendent and or his designee.

Family shall be defined as: immediate family – spouse, children, siblings, parents, grandparents and grandchildren by blood, marriage, or legal adoption and other person(s) by legal guardianship. Not immediate family – niece, nephew, aunt, uncle, or close friend.

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**APPROVED:           10/10/06**