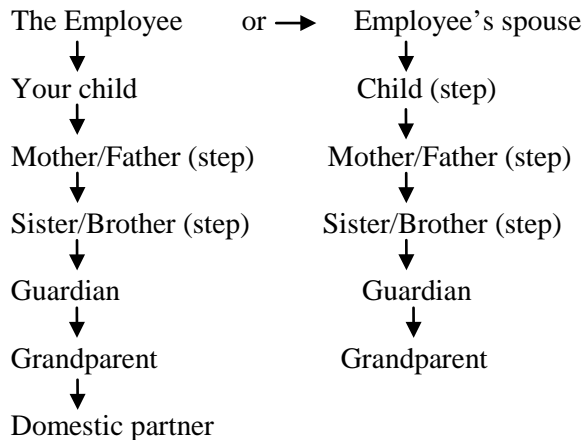




TO: All Custodial Staff and Central Maintenance Staff
FROM: Tim Rybak & Dave Kusinski
DATE: February 9, 2015
RE: Bereavement Clarification

The following people are covered per your Custodial contract for leave under bereavement...

The Employee or Employee's spouse, domestic partner
 Your child or the following kin of either the employee or employee's spouse: mother, father, sister, brother, guardian or grandparent



A domestic partnership is an interpersonal relationship between two individuals who live together and share a common domestic life but are not married (to each other or to anyone else).

We will grant up to 5 days for bereavement. If additional time is needed it would come out of your vacation.

Entering Time Off:

*If the above list is the relationship of the person who passed then the time off is Bereavement per the contract. When you enter your time off into **MyLeave** use "**Other/Bereavement**" and in the comment section put the relationship of the person who passed. It is then sent to Human Resources for final approval.*

*If the above list is not the relationship of the person whom passed then the time off is vacation per the contract. When you enter your time off into **MyLeave** use "**Vacation**"*

Any modification from these guidelines would need to be approved by Human Resources

BLOOMINGTON CUSTODIAL/TRANSPORTATION CONTRACT **July 1, 2013 - June 30, 2015**

8.2 Family Illness and Bereavement

Immediate family will be defined as spouse, domestic partner, child, or the following kin of either the employee or employee's spouse: mother, father, sister, brother, guardian or grandparent. The use of sick leave for reasons other than personal illness is limited to a maximum of five (5) days for any one (1) occurrence, or as provided by State and Federal law. The immediate supervisor may authorize the use of sick leave for other than personal illness for one (1) day only. Immediate supervisors must approve requests for successive additional use with further approval by the Executive Director of Human Resources. When using family illness leave, Section 8.1.1 will apply. Subject to the prior approval of the District, employees may be absent without loss of pay for bereavement due to death of immediate family, up to five days, to be determined by the District. When using bereavement leave for immediate family, the employee will notify their supervisor prior to or within two hours (2) after the working day begins.