

Mercer County School District #404
Request for Bereavement Leave
(All Staff)

updated Oct 2024

Per Mercer County Education Association and Mercer County Education Employees Association.

Each Employee will be allowed ten (10) bereavement days with pay.

Employee Name _____

Today's Date _____

Date(s) of Leave _____

Relationship of the Deceased _____

Applicable Sick Leave may be used in accordance with school code if bereavement time is exhausted and additional time is necessary.

(TEACHERS ONLY - PER MCEA CONTRACT): In the event of a student death, the staff will follow the bereavement crisis plan as stated in the teacher handbook. A committee of teachers and administrators shall be formed in each building to create a plan that is mutually agreeable. Both the Board and Association Executive Committee must approve the committee recommendation prior to implementation.

Signature of Principal

Date

Signature of person notifying sub caller

Date