TO: All Employees

RE: Bereavement Leave

North East School District follows the parameters listed in Section 1154 of the Pennsylvania School Code for paid time off for the purpose of bereavement leave. Those parameters are outlined as follows:

**Three (3) Days** for a death in the **Immediate Family** of the Employee. Immediate Family is further defined as:

- Father
- Mother
- Brother
- Sister
- Son
- Daughter
- Husband
- Wife
- Parent-in-law
- Near relative who resides in the same household as the employee
- Any person with whom the employee has made his/her home

**One (1) Day** on the Day of the funeral for the death of a **Near Relative**. Near Relatives are further defined as:

- First Cousin
- Grandfather
- Grandmother
- Grandchild
- Aunt
- Uncle
- Niece
- Nephew
- Son-in-Law
- Daughter-in-Law
- Brother-in-Law
- Sister-in-Law