

**Windham Academy Bereavement Leave Policy**  
**Version 1 March 23, 2023**

1. Three (3) days funeral leave without loss of pay shall be granted to employees upon the death of anyone in the immediate family. This leave is per occurrence.
2. Immediate family shall mean the employee's spouse or domestic partner, as well as the following relationships of the spouse or domestic partner: child, stepchild, mother, father, sister, brother, grandparents, grandchild, niece, nephew, mother-in-law, father-in-law, sister-in-law, brother-in-law, or grandparents-in-law or any family member living in the employee's household.
3. Permission to attend the service shall be granted to at least one (1) employee in the case of the death of a current teacher from Windham Academy at the discretion of the Director, as not to disrupt the learning environment for our students.
4. Permission to attend the service shall be granted to at least one (1) employee in the case of the death of a teacher retired from Windham Academy at the discretion of the Director, as not to disrupt the learning environment for our students.
5. Additional bereavement leave may be granted with the support of the Director and final approval of the Board of Trustees for extenuating circumstances. An employee shall be permitted to use up to a maximum of five (5) sick days, if available, for this purpose, as long as the initial three (3) days have been exhausted and the employee has paid sick days available. Examples would include long distance travel being required to attend services. Proof of travel must be submitted with the request for additional time off