

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4245  
Page 1 of 1

## BEREAVEMENT LEAVE - CLASSIFIED PERSONNEL

All regularly employed classified personnel of the Citrus Community College District shall be granted necessary leave of absence with full pay, not to exceed three (3) days, or five (5) days if out-of-state travel is required, if such absence is caused by the death of a member of the employee's immediate family. Members of the immediate family as used in this policy means the spouse, child, father, mother, stepfather, stepmother, foster parent, guardian, father-in-law, mother-in-law, brother, sister, half brother, half sister, grandfather, grandmother, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and great grandparents of the employee or the spouse of the employee. The same absence will also be granted for the death of any other relative actually living within the immediate household of the employee.

Each employee must make application for bereavement leave on the appropriate form.

Adopted ..... 9/19/62  
Revised..... 3/20/63  
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                  12/8/65  
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                  12/14/76