

**Early Light Academy**  
**Policy: Bereavement Leave Policy**  
**Adopted: March 28, 2019**



**Policy**

Full-time and part-time salaried employees of Early Light Academy (the “School”) are granted up to three (3) days off work, with pay, in the event of the death of an immediate or extended family member. For purposes of this policy, “immediate or extended family member” means a full-time or part-time salaried employee’s spouse, child, parent, sibling, grandparent, grandchild, or in-law (father, mother, son, daughter, brother, or sister). Additional days off work may be given to such employees at the discretion of the School’s Director, if needed. Bereavement leave is provided to such employees only for the death of an immediate or extended family member as defined above and must be taken within fourteen (14) calendar days of the individual’s death.

Signature:

 March 28, 2019  
Stephanie Schmidt, Board President Date