

**Washington Elementary School District No. 6
BEREAVEMENT LEAVE REQUEST FORM**

Please Print

Employee Last Name:	First Name:	Middle Initial:
School/Department	Position	ID#:
Please Check Where Applicable:	<input type="checkbox"/> Death In-State	<input type="checkbox"/> Death Out-of-State
Date of Death:	Date(s) of Absence (working days):	

Relation of Deceased to Employee as defined in GCCH/GDCH:			
<input type="checkbox"/> Spouse/Domestic Partner	<input type="checkbox"/> Father	<input type="checkbox"/> Grandmother	<input type="checkbox"/> Aunt
<input type="checkbox"/> Former Spouse/Domestic Partner	<input type="checkbox"/> Step-father	<input type="checkbox"/> Grandfather	<input type="checkbox"/> Uncle
<input type="checkbox"/> Child	<input type="checkbox"/> Sister	<input type="checkbox"/> Grandchild	<input type="checkbox"/> Fiancé
<input type="checkbox"/> Step-child	<input type="checkbox"/> Step-sister	<input type="checkbox"/> Niece	<input type="checkbox"/> Foster Parent
<input type="checkbox"/> Mother	<input type="checkbox"/> Brother	<input type="checkbox"/> Nephew	<input type="checkbox"/> Mother-in-law
<input type="checkbox"/> Step-mother	<input type="checkbox"/> Step-brother	<input type="checkbox"/> First Cousin	<input type="checkbox"/> Father-in-law
<input type="checkbox"/> Brother-in-law	<input type="checkbox"/> Sister-in-law		

I understand that the following is provided by the District policy:

- Bereavement leave requires approval by Human Resources.
- Bereavement leave request form must be submitted to Human Resources within five (5) business days upon returning from leave.
- Supporting documentation for travel out-of-state must be submitted to Human Resources within five (5) business days upon returning from leave.
- If the request is not approved, the employee is to use PTO.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

District Office Use Only		
Human Resources Signature: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Number of Days Approved: _____		