

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

WFT BEREAVEMENT LEAVE REQUEST

Employees wishing to access Bereavement Leave must complete the following request form and forward it to their immediate supervisor. Bereavement Leave is defined as follows:

A. Days not charges to Personal and/or Sick Leave:

A teacher shall be allowed up to four (4) calendar days for a death in the immediate family during any school year. This allowance is not cumulative. It is not charges to Sick Leave. Immediate family means: life partner, children, father, mother, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, or any other member of the same household.

TOTAL DAYS REQUESTED: _____

B. Days charged to Personal and/or Sick Leave:

In the event of the death of a significant other, either one (1) day of Sick Leave or one (1) day of personal leave time may be used.

DATE REQUESTED: _____

Employee Name: _____ School: _____

Option A: _____ Name of Family Member _____

Relationship _____

Option B: _____ Name of Significant Other _____

Deduct From: _____ Personal Day _____ Sick Leave

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Approved _____ Not Approved _____ Date: _____

Principal/Supervisor

Comments: _____

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Approved _____ Not Approved _____ Date: _____

Superintendent of Schools

Comments: _____