

**WESTPORT COMMUNITY SCHOOLS  
WESTPORT, MASSACHUSETTS**

**AFSCME 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 under Article VIII as follows:

- A. Days not charges to Personal and/or Sick Leave:
  - 1. An employee shall be allowed up to four (4) weekdays for a death in the immediate family during any fiscal 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, or any other member of the same household.
  - 2. In the event of the death of a mother-in-law, father-in-law, brother-in-law, or sister-in-law, an employee shall be allowed up to four (4) weekdays off during any fiscal year.
  
- B. Days charged to Personal and/or Sick Leave:
  - 1. 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.

Employee Name \_\_\_\_\_ School: \_\_\_\_\_

Bereavement Leave date(s): \_\_\_\_\_

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: \_\_\_\_\_