



NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428
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Dr. Michele Spurgeon Hartzell, Superintendent

Mr. Jeffrey Fox, Business Manager

Mrs. Shelley Allen, Administrative Assistant

TO: All Employees

RE: Bereavement Leave

North East School District follows the parameters listed in Section 1154 of the Pennsylvania School Code for paid time off for the purpose of bereavement leave. Those parameters are outlined as follows:

Three (3) Days for a death in the **Immediate Family** of the Employee.

Immediate Family is further defined as:

- Father
- Mother
- Brother
- Sister
- Son
- Daughter
- Husband
- Wife
- Parent-in-law
- Near relative who resides in the same household as the employee
- Any person with whom the employee has made his/her home

One (1) Day on the Day of the funeral for the death of a **Near Relative**.

Near Relatives are further defined as:

- First Cousin
- Grandfather
- Grandmother
- Grandchild
- Aunt
- Uncle
- Niece
- Nephew
- Son-in-Law
- Daughter-in-Law
- Brother-in-Law
- Sister-in-Law