

MAINE SCHOOL ADMINISTRATIVE DISTRICT #49

ALBION * BENTON * CLINTON * FAIRFIELD

REQUEST FOR TEMPORARY LEAVE OF ABSENCE BEREAVEMENT

Article XVI A.2. of the agreement between Teachers and School Directors reads:

“Teachers will be allowed up to three (3) days not deducted from their salary or sick leave for each death in the immediate family. It should be understood that the immediate family shall mean the spouse, the parents of the spouse, the parents, step-parents, guardian, children, step-children, brothers, step-brothers, sisters, step-sisters, wards, grandparents and grandchildren. However, the Superintendent shall have the prerogative to extend the definition of “immediate family” in consideration of extenuating circumstances. It should be further understood that should further complications arise from the bereavement, which would involve illness of the teacher, the Superintendent may give extended bereavement leave which would be deducted from sick leave.”

TO: Building Principal

School: _____

Requested Day(s): _____

Name of deceased and relationship:

Teacher's Printed Name: _____

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Recommendation: Approve: _____ Disapprove: _____

Superintendent's Signature: _____ Date: _____

Superintendent's Action: Approve: _____ Disapprove: _____