



## TEACHER AIDE BEREAVEMENT LEAVE REQUEST FORM

### Cayuga-Onondaga Bereavement Policy:

**3 days for Immediate Family** – Spouse, child, parent of either spouse, grandparents, grandchildren, siblings of either spouse or any dependent living in the household of the employee.

**1 day to attend funeral** of either spouses: Aunt, Uncle, Nephew or Niece.

Instructions: Employees should use this form to **request/report absences** related to funeral/bereavement. Once the form has been completed, it must be submitted to the Principal/Supervisor.

Employee Name: \_\_\_\_\_ Date of Request \_\_\_\_\_

Building Location: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship of Family Member	Date of Leave		Date of Leave		Total Days/Hours
	Date of Death	Date of Funeral	Start Date	End Date	
			Total Days		

Additional Comments:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal/Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_