

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 313

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BEREAVEMENT LEAVE

Reviewed: 4/1/98

Up to five (5) working days is granted with pay to regular full-time and regular part-time employees for absence caused by the death of members of the immediate family (parents, spouse, children, brother or sister and relatives or housemates living with an employee). Any additional days needed are counted as sick leave.

Up to three (3) working days are granted with pay to regular full-time and regular part-time employees for absence caused by the death of a grandparent or mother/father-in-law. Any additional days needed are counted as sick leave and should be approved by your supervisor.