

Procedure

Procedure # 3.04.01.01
 Effective Date 2/26/03

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Leaves</p>	<p><i>(Specific Subject Area)</i></p> <p>Bereavement Leave</p>
<p>Relates to Policy #</p> <p>3.04.01</p>	<p>Impact:</p>	
<p>Legal Citation <i>(if any)</i>:</p>		
<p><i>North Idaho College</i></p>		

Procedure Narrative

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- 1) Employees should make their supervisors aware of their situation as soon as possible. In turn, the supervisor should notify Human Resources of the reason and anticipated length of the employee's absence.
- 2) Employees are paid this leave on a regular straight-time basis. Bereavement leave does not count as time worked when computing overtime.
- 3) Upon returning to work, the employee must record his/her absence as a bereavement leave on an absence form.