

Bereavement Leave

When an employee loses an immediate family member, Brevard Academy provides up to 10 (ten) days of paid time off. Immediate family members include spouse, child, parents, mother- and father-in-law, stepparents, stepchildren and step-siblings. Brevard Academy provides 5 (five) days of paid time off in the case of an extended family member's death. Extended family includes aunt, uncle, grandparents or grandparents-in-law, grandchildren, brother- and sister-in-law, and daughter- or son-in-law.

In the event that the deceased is an extended family member or is not a blood relative, but is deemed in loco parentis, the employee is entitled to the 5 (five) days of paid time off that applies to extended family members.

Brevard Academy provides the same amounts of bereavement leave based on the domestic partnership.

Process and Purpose

When an immediate family member dies, the grieving employee should contact the School Director or the Business Manager with information about the days she needs to be off work. Time off from work is for handling funeral arrangements and attending funeral and memorial services. Brevard Academy reserves the right to request documentation, such as an obituary or funeral program, as proof of the death. Under normal circumstances, however, Brevard Academy doesn't may

require written proof.

Other Leaves of Absence

All other requests for leaves of absence for personal reasons will be considered on a case-by-case basis, and the granting of such leave and its terms will be solely within the discretion of the School Director or his/her designee. Requests for other leaves of absence should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Requests for other leaves of absence should be made in writing and include an explanation of why the time is needed and the dates requested. An employee granted a leave of absence under this policy may not work for another employer without Brevard Academy's written permission. An employee who accepts such employment without Brevard Academy's permission will be deemed to have resigned from employment at Brevard Academy.

Military Duty: A Military Leave of Absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and other applicable law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees should contact the School Director or his/her designee for more information or questions about Military Leave.

Parental Educational Leave: In accordance with the North Carolina Parental Leave Law, Brevard Academy will grant up to four (4) hours of unpaid leave per year to any employee who is a parent, guardian, or person standing in loco parentis of any school-age child so that the employee may attend or otherwise be involved in activities at the child's school or child care facility as defined by G.S. 110-86(3). This leave must be scheduled in advance at a mutually convenient time. Brevard Academy reserves the right to request written verification from the Brevard Academy of the employee's attendance.

Paternal/Maternal Leave: Paid paternity/maternal leave is reviewed by the Board of Directors on an annual basis. Please see the School Director or Business Manager for more information.

Refer to other Leave Policies

Personnel Time Off Policy, 7390

Family Medical Leave Policy, 7391

Jury and Witness Policy, 7392