

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 4161.21 & 4261.21**

**ADOPTED: 02/14/96**

**CLASSIFICATION: Personnel**

**REVISED: 12/09/09**

**10/09/17**

**SUBJECT: Bereavement Leave**

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All VCOE personnel employed in a permanent position are entitled to five (5) days leave of absence for the death of any member of their immediate family. No deduction shall be made from the salary of an employee because of such leave of absence.

“Member of their immediate family”, as used in this section, means the spouse, and the mother, father, grandmother, grandfather, grandchild, son, daughter, brother, or sister of the employee or spouse of the employee, or any relative living in the immediate household of the employee. The “step” equivalent of any of the above relatives shall also be considered immediate family. (E.C. 44985 and 45194)