



4200 Alabama Highway 79 South – P.O. Box 129
Guntersville, Alabama

BEREAVEMENT LEAVE REQUEST FORM

5.10.11 Bereavement Leave- An employee is entitled to up to three paid days of bereavement leave not to be counted against the employee's available sick leave, personal leave, or vacation leave upon the death of an employee's spouse, child, spouse's child, step child, parent, spouse's parent, aunt, uncle, niece, nephew, spouse's sibling, grandparents, spouse's grandparents. Employees may be required to provide reasonable verification of the need for bereavement leave.

DATE: _____

RELATIONSHIP TO EMPLOYEE: _____

EMPLOYEE SIGNATURE: _____

PRINCIPAL APPROVAL: _____