

Paid Bereavement Leave FAQs

For what purposes does bereavement leave apply and when may it be used?

Paid bereavement leave is a district's reimbursement for three (3) days of paid leave provided to a district employee (certified or support) following the death of an employee's spouse or child (including a miscarriage).

It is recommended that the leave be taken on contiguous days; however, the use of contiguous days is subject to the local school board's policy, unless the employee presents a compelling reason for the leave days to be taken intermittently.

Would this apply to any district employees, whether they are full-time or part-time?

Bereavement leave falls under the general sick leave statute, which refers to "teachers employed in the district" and "personnel other than teachers." Therefore, anyone who is employed by the district qualifies for the leave, so long as the person meets the definition of either "teacher" and/or "personnel other than teachers" as defined in [Title 70 O.S. § 6-104\(D\)](#).

If the employee has more than one qualifying death on the same day, how many days of bereavement leave are provided?

Bereavement leave for qualifying occurrences, shall be three (3) days for each death. Should a district's employee have more than one death on the same day, the district employee is allotted three (3) days of bereavement leave upon the death of a spouse and three (3) days of bereavement leave upon the death of each child, then if two (2) occurred on the same day, the employee would be entitled for a total of six (6) days of bereavement leave.

Bereavement leave for miscarriage is in addition to any sick leave for miscarriage.

What bereavement expenses can be claimed for reimbursement?

This is largely determined by the policies of the local district. Reimbursable expenses are typically aligned with the salary and benefits the district would provide if the employee were required to report to work.

- Salary expenses during the school year are reimbursable (excluding Federal funds).
- Districts are obligated to maintain contributions for healthcare.

- Salary expenses during the summer months are not reimbursable unless the employee is contracted to work at that time.

What is the process for reimbursement for bereavement leave?

District will submit individual ***Reimbursement Applications for Bereavement Leave*** on all employees through the Single Sign On (SSO) application under the State Aid Management System (SAMS) once bereavement leave is complete. **Based on the date of leave completion, districts are strongly encouraged to submit the application prior to the effective allocation and payment date listed below.**

Reimbursement Application for Bereavement Leave will provide district and employee data to verify with the *Oklahoma School Personnel Report*. Application will request annual salary and benefits (**excluding federal funds**) to use in calculating the total reimbursement for each district employee. This program provides an allocation and payment twice a year (**February and June**).

A *Notice of Allocation* will be posted on the State Department of Education's [Single Sign On \(SSO\)](#) application under State Aid Management System (SAMS) *Allocations*. The Paid Bereavement Leave with Source of Revenue as 3441 and the Project Reporting code as 379.