

Instructions for Reimbursement Application for Bereavement Leave Title 70 O.S. Section 6-104

The purpose of the Paid Bereavement Leave program is to reimburse the districts for all district employees who receive the leave benefit and not be deprived of any compensation or other benefits to which the employee is entitled.

Expenditure Reporting

The district shall provide to their employees three (3) days of paid bereavement leave following the death of their spouse or child (including miscarriage). After the leave is fulfilled, the district will complete and submit the **Reimbursement Application for Bereavement Leave** located in the State Aid Management System (SAMS) application in [Single Sign On \(SSO\)](#).

Reimbursement Application Requirements

Bereavement Leave Forms: Pick the fiscal year starting with FY2027 and thereafter, where bereavement leave was provided. If the bereavement leave crosses the end of the fiscal year, submit in the fiscal year when the bereavement leave is complete.

The Reimbursement Application requires the following:

- **Submission Details:**
 - Click Add New button – New application with County and District code and name
 - Name, title, email, phone and possible extension of person completing the form
- **Employee Information:**
 - Employee name
 - Position and Teacher Number if certified
 - Position and Employee's Date of Birth if support
- **Reason for Bereavement Leave:** The following are three (3) days of statutory bereavement leave to be granted to district employees for the state paid benefit.
 - Death of Spouse
 - Death of Child, including Pregnancy Loss (Miscarriage)
 - Dates of Bereavement Leave (Mark each day on calendar)
- **Employee Yearly Salary Info:**
 - Days on Yearly Contract
 - Employee's Current Year Base Salary (for the applicable year)
 - Oklahoma Cost Accounting System (OCAS) Object Code 110 - Regular Certified Salaries,
OR
 - OCAS Object Code 120 - Regular Noncertified (Support) Salaries

- **LESS Federal Funds- include any federal dollars being applied to Employee's Current Year Base Salary**
- Annual Stipends / Extra Duty
 - OCAS Object Code 170 – Stipends Certified and
 - OCAS Object Code 192 – Extra Duty / Addenda Certified
OR
 - OCAS Object Code 180 – Stipends Noncertified (Support)
 - OCAS Object Code 193 – Extra Duty / Addenda Noncertified (Support)
 - **LESS Federal Funds-include any federal dollars being applied to Annual Stipends or Extra Duty**
- Teacher Retirement Contribution: Employee's share paid by the district as a benefit on behalf of the employee.
 - OCAS Object Code 251 – District-Paid Certified
 - OCAS Object Code 261 – District-Paid Noncertified (Support)
 - **LESS Federal Funds-include any federal dollars being applied to Teacher Retirement Contribution.**
- Bereavement Leave applications will be verified through School Personnel (SPR). The data entered into the application must match the SPR data.
- **Plus, District Provided Benefits:** Employee's share paid by the district as a benefit on behalf of the employee. **LESS Federal Funds-include any federal dollars being applied to district provide benefits.**
 - OCAS Object Code 212 – Dental Insurance Certified
 - OCAS Object Code 213 – Health and Accident Insurance Certified
 - OCAS Object Code 214 – Life Insurance Certified
 - OCAS Object Code 215 – Long-Term Disability Insurance Certified
 - OCAS Object Code 216 – Cancer Insurance Certified
 - OCAS Object Code 217 – Salary Protection Certified
 - OCAS Object Code 218 – Vision Insurance Certified
 - OCAS Object Code 219 – Death Benefit Insurance Certified OR
 - OCAS Object Code 222 – Dental Insurance Noncertified (Support)
 - OCAS Object Code 223 – Health and Accident Insurance Noncertified (Support)
 - OCAS Object Code 224 – Life Insurance Noncertified (Support)
 - OCAS Object Code 225 – Long-Term Disability Insurance Noncertified (Support)
 - OCAS Object Code 226 – Cancer Insurance Noncertified (Support)
 - OCAS Object Code 227 – Salary Protection Noncertified (Support)
 - OCAS Object Code 228 – Vision Insurance Noncertified (Support)
 - OCAS Object Code 229 – Death Benefit Insurance Noncertified (Support)

- Upload a copy of the **district personnel calendar for the appropriate position of employee.**
- **Totals: Employee Compensation and Benefits based on previous data entered:**
 - Auto Calculates - Total Employee Compensation and Benefits **LESS Federal Funds**
 - Auto Calculates – Daily Rate of Pay (Total Comp. & Benefits divided by Contract Days)
 - Auto Calculates – Total Individual Reimbursement for Bereavement Leave

District Certification

The district employee who completes the form shall check the box at the end of the form to certify all information on the form is complete and accurate.

The district may check **SAVE** to retain entered data and check **SUBMIT** when the application is complete.

Reimbursement to Public School Districts

The application will be verified and if finalized, the Office of State Aid will allocate and reimburse the district for up to three (3) days for the cost of paid bereavement leave.

FY2027 Bereavement Leave Applications need to be submitted no later than Friday, June 18th, 2027.