

## Bereavement Leave Request Form

*Instructions* – Employees should use this form to request/report absence related to funeral/bereavement. Once the form has been completed it must be submitted to the Parish Administrator. Bereavement Leave may only be taken in half or whole days.

Proof of death may be asked to be provided, failure to provide proof will result in reversal of leave and non payment for any related days of missed work. Disciplinary action may be taken in cases of fraudulent requests.

Employee Name .....

Job Title .....

Relationship of Family Member	Date of Death	Date of Funeral	Dates of Leave		Total Days/Hours
			From	To	
Total Days					

Additional Comments:

Approved By:

Date:

Parish Administrator Approved:

Date: