

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #49**  
**ALBION \* BENTON \* CLINTON \* FAIRFIELD**  
**REQUEST FOR TEMPORARY LEAVE OF ABSENCE**  
**BEREAVEMENT FORM FOR**  
**ED. TECH. I**

**ARTICLE VI, LEAVES, Bereavement Leave,**

- a. In the event of a death in the immediate family of any employee, the employee shall be granted up to three (3) consecutive days of paid leave for household adjustments and/or to attend funeral services. Immediate family shall be defined as spouse, child, parents, brothers, sisters, legal guardians or wards, grandchildren and grandparents and parents-in-law.
- b. Two days with pay shall be granted for the death of an aunt, uncle, niece or nephew, brother-in-law, sister-in-law, and grandparents-in-law.
- c. At the sole discretion of the superintendent, additional time may be granted.

TO: Building Principal/ School: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Name of deceased and relationship:  
\_\_\_\_\_

Ed. Tech's Printed Name: \_\_\_\_\_

Ed. Tech's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Action: Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_