

**NEW SALEM/WENDELL SCHOOL COMMITTEE  
TEACHER'S FUNERAL LEAVE POLICY**

The Superintendent will grant a teacher up to five (5) days leave immediately following the death of a family member. The teacher will give advance notice to the Superintendent/Principal if possible.

These days shall not be deducted from sick or personal leave and may be extended by the Superintendent.

While these days shall not be reasonably denied, an extension may be credited against personal leave.

Reviewed and approved by New Salem/Wendell Policy Committee: 03/03/16

First Reading: 04/07/16

Second Reading, First Vote: 05/05/16

Final Vote: 06/02/16