

REQUEST FOR BEREAVEMENT LEAVE

Date

PLEASE PRINT		
Last Name	First Name	Employee ID Number
Campus/Department	Position	n
Total number of days reques (Maximum of 3 days per sch		ence:
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 Spouse. Son or daughter, including a biolemployee stands in loco parentis Parent, stepparent, parent-in-law. Sibling, stepsibling, and sibling-i Grandparent and grandchild. 	or other individual who stands in loco parentis to the	n-law, a stepchild, a legal ward, or a child for whom the the employee.

Instructions:

Employee Signature

- 1. In Skyward select "Add time off transaction".
- 3. Attach a copy of supporting documentation (obituary, service program, etc.) to this transaction as well.
- 4. Select your requested date.
- 5. Select BRVMNT for Time off Type.
- 6. Select BRVMNT for time off reason.
- 7. Save and add another date or save if this is the only date you are requesting.
- 8. Continue to save past the warning.
- 9. If a substitute is needed, Skyward will automatically take you to Frontline to request one.
- 10. If approved, your Supervisor & HR will approve your request in Skyward.