

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Bereavement Leave**

**DATE: March 1, 1993**

**NUMBER: 2.53**

**REVISION(S):**

A full-time employee may request up to three (3) days of sick leave without loss of pay for the death of a family member as defined in **COPP 2.52**. Such requests must be approved by the President and shall be deducted from the employee's accumulated sick leave.

AUTHENTICATION (Signature):

COPP

\_\_\_\_\_

President

3/1/93

(Date)

**2.53**