

Draft Procedure for Bereavement Absences

After the instructor contacts his/her dean informing the dean that he/she has learned of the death of a family member, the instructor's dean will initiate the following:

1. The dean will contact the instructor (preferably by phone) to discuss the following:
 - a. Ed. Code S. 87788. CTA Art. 18 G 6:
 - i. *Every person employed by a community college district in an academic position is entitled to a leave of absence, not to exceed three days, or five days if out-of-state travel is required, on account of the death of any member of his or her immediate family. No deduction shall be made from the salary of the employee or shall the leave be deducted from leave granted by other sections of this code or provided by the governing board of the district.*
 - b. The dean will inform the instructor that he/she might use more (sick/personal) leave if necessary.
 - c. The dean will provide a substitute instructor for any class for which the bereavement leave exceeds one day of instruction.
 - d. The dean will request information from the instructor focusing on the operations of class sessions to be affected and on the confidentiality level that the instructor would like for his/her loss, including:
 - i. An announcement to the department
 - ii. An announcement to campus
 - iii. An announcement to the instructor's classes
(Remind the instructor that we must make an announcement to the students of any canceled class and request the amount of detail that the instructor would like in such an announcement.)
 - iv. Instructions and information concerning the class sessions affected including specific course assignments, course plans and lectures, and guidance for the substitute instructor to ensure that the class sessions proceed as normally as possible. The dean will utilize as many additional support such as syllabi collected by Instruction and other materials to support the instructor in achieving this without delaying or disrupting his/her bereavement leave.
2. The dean will contact the department chair, the vice president of instruction, and the college president to inform them of the information gathered in step 1.
3. The dean or VPI will request access to the Canvas course shell for the dean/chair and any substitutes so that class information is accessible.
4. The dean will announce the instructor's absence to his/her classes in accordance with the instructor's wish for confidentiality. The announcement will include a contact that the students may use while the instructor is out (e.g. the dean, substitute instructor, department chair).
5. An appropriate announcement will be made to the campus based on the instructor's wish for confidentiality.
6. The dean will act as the point of contact for communicating between the grieving faculty member and the substitute or anyone else who seeks information.
7. If the instructor is scheduled to be evaluated during that semester, the evaluation may be postponed until the following semester if the faculty member so chooses.

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