

BEREAVEMENT LEAVE
Immediate Family Members

Immediate family members are defined as follows: wife, husband, daughter, son, mother, father, sister, brother, grandson, granddaughter, grandmother, grandfather, stepfather, and stepmother.

Hunkayapi (Those made relatives through Making of Relative Ceremony) added by Tribal Council 5/2008 (Verification by witness of Ceremony may be required)

Request for Bereavement Leave for a total not to exceed forty (40) consecutive hours. Leave granted to part-time employees shall not exceed the number of hours that would be worked by the employee in a normal work week.

Employee: _____ Program: _____

Name of deceased Family Member: _____

Relationship: _____

Signature: _____ Date: _____

The Supervisor will concur or not concur and forward the form to the Human Resource Manager. Upon concurrence, the Human Resource Manager will obtain concurrence from the Chairman.

Concur: _____ (Yes) _____ (No) _____
Supervisor Signature Date

Concur: _____ (Yes) _____ (No) _____
Human Resources Date

Concur: _____ (Yes) _____ (No) _____
Mike Faith
Chairman, Standing Rock Sioux Tribe Date

NOTE: The employee must attach a completed leave slip to this form for the Chairman's Signature.