

BEREAVEMENT LEAVE
Other than Immediate Family Members

Administrative leave, not to exceed eight (8) hours may be granted to a Tribal Employee who is a Veteran and actively participates as a pallbearer, a member of a firing squad or honor guard in military ceremonies for deceased veterans.

The Chairman may also approve of eight hours of Administrative Leave for the following relatives: daughter-in-law, son-in-law, mother-in-law, father-in-law, brother-in-law and sister-in-law, aunt, uncle, niece and nephew.

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.