



MEMORANDUM OF UNDERSTANDING Instructional Funeral Leave 2026-2027

This Memorandum of Understanding ("MOU") is entered into by and between the School Board of Hillsborough County ("Board" or "District") and the Hillsborough Classroom Teachers Association ("HCTA"), representing the Instructional bargaining unit, collectively referred to as "the Parties."

The Parties share an interest in providing equitable access to funeral/bereavement leave.

Accordingly, the Parties agree to the following:

1. In the event of the death of a member of the instructional staff's immediate family (spouse, child, mother, father, brother, sister, guardian, stepparent, stepchild, grandparent, grandchild, daughter-in-law, son-in-law, parent-in-law, sister/brother-in-law, grandparent-in-law or any relative residing within the employee's household), an instructional employee on permanent status shall be granted up to three (3) days of paid leave to facilitate attendance at the funeral.
 - a. Local vicinity funerals may receive one (1) day of funeral leave.
 - b. Funerals that occur more than two hundred (200) miles from the employee's home may receive two (2) days of funeral leave.
 - c. Out-of-state funerals may receive up to three (3) days of funeral leave.
 - d. An instructional employee who has the primary responsibility of making arrangements for the funeral of an immediate family member as defined herein may be granted one additional day of funeral leave but not to exceed the three (3) day maximum.
2. Funeral leave is of a special nature and may not be deferred or converted to any other purpose. It is not charged against any other leave account and is not accumulated in the manner of annual or sick leave. Payment in lieu of funeral leave is not authorized.
3. To verify eligibility for Funeral Leave under this Section, the employee shall be required to provide any one of the following:
 - A funeral program, obituary notice, or memorial announcement;
 - A statement or notice from the funeral home, mortuary, crematory, or clergy;
 - A death notice or similar communication provided to the employee by the family or funeral service provider.

The district shall not require medical records, death certificates, or any documentation that imposes an undue burden on the employee. Documentation provided shall be used solely for verification of leave eligibility.

Kelly King
Chief Negotiator
Hillsborough County Public Schools

9/11/2026

Date

Brittnei Wegmann
Chief Negotiator
Hillsborough Classroom Teachers Association

9/11/2026

Date