

BEREAVEMENT LEAVE

**SOURCE: OHIO REVISED CODE 124.387, OHIO ADMINISTRATIVE CODE
123:1-34-09 & OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 30.03**

CONTACT: OFFICE OF EMPLOYEE SERVICES

Bereavement Leave Policy:

1. Full-time permanent employees will be granted three consecutive workdays of bereavement leave with pay at their current rate upon the death of a member of their immediate family. Exempt compensation shall not exceed 24 hours or normally scheduled work hours, whichever is less. Bargaining unit compensation shall not exceed scheduled work hours.
2. Part-time permanent employees will be granted pro-rated bereavement leave based on the number of hours they would have normally been scheduled to work.
3. Immediate family is defined as spouse or significant other (“significant other” is defined to mean one who stands in place of a spouse and who resides with the employee), child, step-child, grandchild, parent, step-parent, grandparent, great-grandparent, brother, sister, step-sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or legal guardian or other person who stands in the place of a parent.
4. Employees may be granted vacation, personal leave or sick leave to extend the bereavement leave.

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