Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

To define the requirements for use of bereavement leave (time).

(A) Definitions:

(1) The term “bereavement” refers to the death of a member of the employee’s immediate family.

(2) The term “immediate family” shall be defined as: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, mother, grandparent-in-law, father-in-law, mother-in-law, spouse, domestic partner, child, grandchild, legal guardian or person who stands in place of a parent (in loco parentis).

(B) Use of accrued sick time:

Use of accrued sick time is subject to the approval of the employee’s administrative authority or designee.

(C) Duration

An employee may use up to five working days of accrued sick time following the death of a member of the employee’s immediate family.

(D) In accordance with divisions (F)(1) and (F)(2) of section 124.14 of the Revised Code, this rule supersedes any provision of the Revised Code or the Administrative Code covering the same subject matter, including by not limited to section 124.387 of the Revised Code.