

**3361:30-31-29**

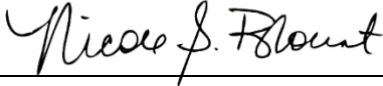
**Time off from work: bereavement.**

- (A) The following rule applies to all employees except those employees covered by a collective bargaining agreement or an individual employment agreement that provides contrary language.
- (B) Definitions:
  - (1) The term “bereavement” as used in the university rules and the human resources policies 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). “Immediate family” also includes the brother, sister, daughter, son, grandparent, grandchild, father or mother of a domestic partner.
- (C) Use of accrued sick time:

Use of accrued sick time for bereavement is subject to the approval of the employee’s supervisor/manager/director or designee.
- (D) Duration

An employee may use up to five working days of accrued sick time for bereavement following the death of a member of the employee’s immediate family.
- (E) 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 but not limited to section 124.387 of the Revised Code.

Effective: April, 14, 2020

Certification:   
Nicole S. Blount  
Executive Director of Board Relations

Date: April 30, 2020

Promulgated under: R.C. Section 111.15  
Rule amplifies: R.C. 3361.03.  
Prior Effective Dates: July 15, 2012