



Bereavement Leave Policy

Purpose

The purpose of this Bereavement Leave Policy is to assist the Ohio Department of Agriculture (ODA) employees in the proper utilization of bereavement leave.

Scope

This Policy is applicable to all full-time and part-time permanent ODA employees, unless conflicting provisions exist within the collective bargaining agreement applicable to bargaining unit employees, in which case the provisions of the collective bargaining agreement control.

References

- a. O.R.C. § 124.387
- b. Ohio Admin. Code 123:1-34-09
- c. OCSEA Agreement, Article 30.03

Definition

For purposes of this policy, “immediate family” is defined as: a 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, stepchild, grandchild, parent, stepparent, 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 (in loco parentis).

Guidelines

1. Bargaining Unit Employees
 - a. Employees may receive three (3) consecutive days of bereavement leave with pay at regular rate upon the death of a member of his/her immediate family.
 - b. The Human Resources Director, in consultation with the employee’s direct supervisor, may grant vacation, sick leave, or personal leave to extend the bereavement leave. The leave and the extension may be subject to verification. Part-time employees shall receive bereavement leave based on the number of hours they would have been normally scheduled to work.
2. Exempt Employees
 - a. Employees may receive three (3) days of bereavement leave with pay upon the death of a member of his/her immediate family.
 - b. Compensation for bereavement leave shall be equal to the employee's base rate of pay. Part-time permanent employees shall be granted bereavement leave based on the number of hours they would have been normally scheduled to work. The leave and any extensions may be subject to verification.
 - c. Bereavement leave should generally be used within five (5) days of the death of the family member.



Prohibitions

Bereavement leave does not accrue and cannot be converted to cash.

Procedures

An employee must notify his/her immediate supervisor when requesting bereavement leave. An employee must submit his/her request for bereavement leave using the OAKS Time and Labor system.

Contact

The Human Resources Director is available for questions or consultation regarding this Bereavement Leave Policy.

This Policy supersedes any previously issued directive or policy and will remain effective until cancelled or superseded.

Revision History

| Date | Description of Change |
|-------------|------------------------------|
| 3/2004 | Initial Policy Issued |
| 8/2012 | Revisions to Policy Issued |
| 7/2014 | Policy Reviewed |
| 7/2015 | Policy Reviewed |

