

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.05.18 BEREAVEMENT LEAVE

(OAC 123:1-32-05)

- A. Scioto County Board of Developmental Disabilities employees may be granted bereavement leave, which will be charged against the employee's accumulated sick leave, for the death of a member of the employee's immediate family. If sick leave is not available, another form of leave may be substituted. If all paid leave is exhausted, leave without pay may be granted.
- B. Immediate family is defined, for the purposes of this policy, as:
1. Spouse or significant other (one who stands in place of a spouse and resides with the employee)
 2. Parent, legal guardian, or one who stands *in loco parentis*
 3. Child
 4. Sibling
 5. Stepsibling
 6. Grandparents of the employee
 7. Grandchild
 8. Mother-in-law
 9. Father-in-law
 10. Stepchild
 11. Foster child
 12. Daughter-in-law
 13. Son-in-law
 14. Sister-in-law
 15. Brother-in-law
 16. Step Mother
 17. Step Father
- C. If bereavement leave is granted one day must be used for the day of the funeral. If the funeral is outside a two hundred mile radius of Portsmouth, the staff member may be granted up to five working days leave using sick leave. If the funeral is within a two hundred mile radius of Portsmouth, the staff member may be granted a maximum of three working days using sick leave. :
- D. Leave due to the death of other family members not listed above or for friends, may be granted with the approval of the Superintendent or designee and shall be deducted from any available paid leave time.
- E. Employees may be asked to provide a published obituary as evidence of the date and location of the funeral.