

3356-7-15 Bereavement leave, excluded professional/administrative staff and department chairpersons.

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. To provide direction on the availability and appropriate use of bereavement leave by professional administrative staff and academic department chairpersons.
- (C) Scope. This policy applies to excluded professional/administrative staff and academic department chairpersons.
- (D) Definition. As used in this policy, immediate family is defined as the employee's spouse, ~~qualifying domestic partner (see rule 3356-7-49 of the Administrative Code)~~, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- (E) Parameters.
- (1) Up to four consecutive days of paid bereavement leave will be granted to members of the excluded professional/administrative staff and academic department chairpersons upon the death of a member of his/her immediate family.
 - (2) Members of excluded professional/administrative staff and academic department chairpersons may use one day of bereavement leave upon the death of the employee's aunt or uncle.
 - (3) Employees covered by collective bargaining should refer to their respective labor agreement.
- (F) Procedures.
- (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.

- (2) Employees will report the utilization of the leave on their electronic leave report upon return to work.
- (3) Supervisors may require reasonable proof to verify the request for bereavement leave.

Replaces: Part of 3356-7-15
Effective: 01/20/2017

CERTIFIED ELECTRONICALLY

Certification

01/10/2017

Date

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