

### 3357:13-16-75 Bereavement Policy

- (A) An employee's request for a paid absence due to bereavement leave must be accomplished through the use of form 16-70a (Request for Leave). It must be submitted to the employee's immediate supervisor in advance when possible or within five (5) working days of returning to work.
- (B) An employee shall be granted:
- (1) up to five (5) days bereavement leave for the death of a spouse or child;
  - (2) up to four (4) days for the death of a parent, parent-in-law, brother, sister or member of the same household and/or claimed as dependents for IRS purpose;
  - (3) up to two (2) days for the death of a grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, or nephew and spouse's relatives (grandparent, grandchild, uncle, aunt, niece and nephew).

Effective: May 25, 2010

Next Review: August 1, 2024

Review Dates: 6/19/85, 6/1/06, 5/25/10, 8/24/19