

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

BEREAVEMENT

Effective: May 25, 2010

Policy No. 3357:13-16-75

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- A. An employee's request for a paid absence due to bereavement leave must be accomplished through the use of form #101 (Request for Leave). It must be submitted to the employee's immediate supervisor within five (5) working days of returning to work.

- B. An employee shall be granted up to five (5) days bereavement leave for the death of a spouse or child; 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; 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).