

ODNR BEREAVEMENT LEAVE POLICY-PROCEDURE

Effective April 1, 2011

Purpose To ensure that any state employee that must be off work due to the death of an immediate family member as outlined in OAC/ORC, and relevant collective bargaining agreements be compensated for time lost due to the death of the family member.

Authority ORC 124.387
OAC 123:1-34.09
FOP Bargaining Agreement, Article 41
OCSEA Bargaining Agreement, Article 30.03

Reference OAC 123:1-34.09
FOP Bargaining Agreement, A/S 41
OCSEA Bargaining Agreement, A/S 30.03

Resource Office of Human Resources

POLICY

It is the policy of the Department of Natural Resources to ensure state employees that must be off work due to the death of an immediate family member as outlined in OAC/ORC, and relevant collective bargaining agreements be compensated for time lost due to the death of the family member. FOP members are eligible for Bereavement leave if they have completed their initial probationary period.

PROCEDURE

If an employee is absent from work due to the death of a member of his/her immediate family, he/she will be paid for time lost at regular rate from his/her regular scheduled shift up to a maximum of three (3) consecutive work days. Bereavement Leave for a part time employee will be prorated based on the average number of hours worked per week compared to forty (40) hours. Leave for full or part time employees must begin within ten (10) calendar days of the date of death of the family member or the date of the funeral. Time may be extended by use of vacation, personal, or sick leave with approval of the employee's supervisor. No reasonable request shall be denied.

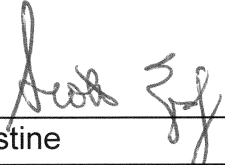
For purposes of bereavement leave, immediate family is defined as follows.

1. Exempt - spouse, parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step-parent, step-children, step-sibling or a legal guardian or other person who stands in the place of a parent.
2. OCSEA/AFSCME Employees - 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, step-child, grandchild, parent, step-parent, 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).

3. FOP Employees - spouse or significant other (which is defined to mean one who stands in place of a spouse and resides in the home of the employee), children, step-children, grandchildren, parents, grandparents, brothers, sisters, mothers-in-law, fathers-in-law, daughters-in-law, sons-in-law, sisters-in-law, brothers-in-law, or legal guardian or other person who stands in the place of a parent (in loco parentis).

Upon his/her return, the employee will submit a Request for Leave form to his/her immediate supervisor for taking bereavement leave and may be requested to attach supporting documentation.

Office of the Director:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
		
David Mustine		3/12/11
		Date