

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.29

BEREAVEMENT LEAVE

Any eligible employee may be granted usage of sick leave, at the discretion of the immediate supervisor and approval of the Superintendent for the purpose of bereavement. In the event of a death of an immediate family member (spouse, mother, father, son, daughter, sister, brother, stepchildren of current marriage), an employee may be granted up to a maximum of five (5) working days (3 of which shall not be charged to sick leave). In the event of a death of a grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, half-brother, half-sister, stepmother, stepfather, stepbrother, stepsister, legal guardian, or loco parentis, an employee may be granted up to a maximum of three (3) consecutive work days (2 of which shall not be charged to sick leave). In the event of a death of an aunt, uncle, niece, nephew, an employee maybe granted one (1) work day, not be charged to sick leave.

Any exceptions to this policy must be preauthorized by the Superintendent.

Adopted: 6/24/85
Revised: 10/25/93
5/26/98
11/23/99
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