

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.29

**BEREAVEMENT LEAVE**

**Purpose:**

The purpose of this policy is to provide employees time to grieve the loss of a close family member, prepare for and attend a funeral, and/or attend to any other immediate post-death matters.

**Policy:**

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.

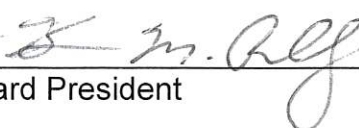
In the event of a death of an immediate family member (spouse, mother, father, son, daughter, sister, brother, stepchildren of current marriage), an employee may be granted up to a maximum of five (5) working days (3 of which shall not be charged to sick leave).

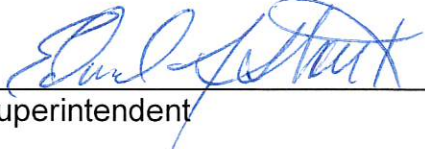
In the event of a death of grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, half-brother, half-sister, stepmother, stepfather, stepbrother, stepsister, legal guardian, or loco parentis, an employee may be granted up to a maximum of three (3) working 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 may be granted one (1) work day, not be charged to sick leave.

An employee must exhaust all approved bereavement leave time within 30 days of the family member's death.

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

  
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Board President

  
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Superintendent

Adopted: 6/24/85  
Revised: 10/25/93  
5/26/98  
11/23/99  
7/24/2012  
11/15/2021