



# Medina County Policy Manual



<b>Policy: Bereavement Leave</b>	<b>Section: Time Off</b>	<b>Number: 4.000</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised:</b>	<b>Page #: 1 of 3</b>

**A. Extent of Leave**

1. Each *full-time* employee shall be entitled to three (3) paid days of bereavement leave within one week from the date of death for a member of the employee's immediate family for the purpose of attending the funeral.
2. Each *part-time* employee shall be entitled to receive pay for (3) days of bereavement leave within one week from the date of death for a member of the employee's immediate family for the purpose of attending the funeral for only the hours they were otherwise scheduled to work over this three (3) day period.
3. The three (3) days, individually or collectively, may not be postponed. Nor may individual days be split into hourly increments to extend days permitted.
4. All employees shall be required to provide written verification of the death for which they wish to exercise bereavement leave (funeral program or obituary).

**B. Immediate family is defined as:**

spouse	child*	father	mother	mother-in-law
father-in-law	sister	brother	brother-in-law	sister-in-law
grandchild	grandparents**	daughter-in-law	son-in-law	step parents
minor step-child residing with employee			step-brother	step-sister
A legal guardian or other person who stands in the place of a parent (in loco parentis) for a minor or dependent residing with the employee.				

*\*For purposes of this policy, "child" also includes an adopted child, a child for whom the employee had a formally recognized legal obligation, and situations where the employee had raised the child.*

*\*\*For purposes of this policy, grandparents include those of the employee's spouse.*

**C. Compensation**

1. Payment for work time missed during bereavement leave as defined under Section A will be recorded on the employee's time sheet as *funeral leave* and shall not be charged against the employee's accrued sick time.

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2. Payment for work time missed during bereavement leave will be paid at the straight time hourly rate of the employee. Premium pays, i.e. shift differential, pager, on call or weekend work, are not payable under this policy.
3. Hours paid while on a designated bereavement leave do not go toward the forty (40) overtime threshold in the calculation of overtime for the work week.

D. Considerations

1. Should the death of an immediate family member occur while the employee is on scheduled vacation, the employee should immediately notify his/her supervisor so the necessary time off, up to the maximum period allowed, may be charged to bereavement leave.
2. In the event that a bereavement leave day falls on a designated County holiday, the holiday overrides the bereavement leave day whether or not the employee is scheduled to work that holiday and shall be counted as one of the three (3) days the employee is entitled to take.
3. Should additional time off in excess of the time provided for in this policy be necessary to attend the funeral, such additional time off may be requested either as vacation, sick time, compensatory time, personal day, or authorized non-paid time off.
  - a. Such request is to be coordinated with the employee's supervisor.
  - b. When granted additional hours, i.e. vacation, comp time or a personal day (eligible for full time employees having completed at least one (1) year of service – refer to [Personal Day Policy – 5.030](#)), these hours, when added with the employee's worked hours for the week would be included in the calculation of overtime should their accumulative hours for the week exceed forty (40) hours. (NOTE: Sick hours are **NOT** included in calculating overtime. Refer to [Overtime Policy – 3.025](#) – Section A.4.
4. Employees may use compensatory time, vacation, personal day or leave without pay to attend the funeral of other relatives or friends if requested and approved by their supervisor/director. Refer to 3.b. above for overtime implications.

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5. Employees scheduled to work on the day of the funeral of a current/former county employee will be permitted up to a maximum of four (4) hours of bereavement leave to attend the services provided such absence from duty will not interfere with normal operations of the department.
  - a. *County employee* is defined as an individual having been employed by a Medina County Appointing Authority.
  - b. To be eligible for pay under this provision, the employee must attend the funeral of the deceased county co-worker. Attending calling hours is not eligible for bereavement pay.
  - c. Payment for work time missed will be recorded as worked hours.
  - d. The closing of a department allowing staff to attend the funeral of a current/former county employee must first receive authorization from the Medina County Board of Commissioners.