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|-----------------------------------|-----------------------|--------------------|---------------|
| <b>LUCAS COUNTY, OHIO</b>         |                       | <b>NUMBER: 47</b>  | <b>PAGE 1</b> |
| <b>BOARD OF COMMISSIONERS</b>     |                       |                    |               |
| <b>TITLE: BEREAVEMENT/FUNERAL</b> | <b>PERSONNEL X</b>    | <b>RESOLUTION</b>  |               |
| <b>LEAVE FOR NON-BARGAINING</b>   | <b>ADMINISTRATIVE</b> | <b>NO: 21-559</b>  |               |
| <b>UNIT EMPLOYEES</b>             |                       |                    |               |
| <b>EFFECTIVE</b>                  | <b>TYPE:</b>          | <b>SUPERSEDES:</b> |               |
| <b>DATE:</b>                      | <b>POLICY X</b>       | <b>POLICY #</b>    |               |
| <b>June 29, 2021</b>              | <b>PROCEDURE X</b>    | <b>PROCEDURE #</b> |               |

## **I. SCOPE**

This policy applies to all non-bargaining unit employees under the appointing authority of the Board of Lucas County Commissioners. Bereavement/funeral leave for bargaining unit employees is addressed in the appropriate collective bargaining agreement.

## **II. PURPOSE**

This Policy defines the amount & type of paid leave available to employees for bereavement or funeral purposes.

## **III. POLICY**

Full-time employees are granted three (3) days of fully-paid paid bereavement/funeral leave upon the death of a member of the employee's immediate family.

Part-time employees are granted three (3) days of bereavement/funeral leave which will be paid for the hours during which the employee would normally have been scheduled to work.

In the event of the death of a member of the employee's immediate family, an employee may also request to use up to three (3) additional days of paid sick leave from their current accrued sick leave balance.

For purposes of this policy, "immediate family" is defined as the following:

- Spouse
- Mother, Father, Step-Mother, Step-Father, Mother-in-Law & Father-in-Law
- Son, Daughter, Step-Son, Step-Daughter, Son-in-Law & Daughter-in-Law
- Employee's Grandmother or Grandfather
- Grandchildren
- Brother, Sister, Step Siblings, Brother-in-Law & Sister-in-Law
- Legal Guardian or any other person who stands in the place of the employee's parent (*in loco parentis*)

Employees are granted one (1) day of paid funeral leave (pro-rated for part-time employees) to attend the funeral, if scheduled on a working day, for the following persons:

- Their Aunt, Uncle, Niece or Nephew
- Their Spouse's Grandmother, Grandfather, Aunt or Uncle
- Any other person with whom the employee has a "special familial relationship", with approval from the County Administrator

#### **IV. PROCEDURE**

- A.** Employees must notify their immediate supervisor of their need for this leave as soon as practicable, using normal communication methods for their department.
- B.** Employees wishing to request the one (1) day of paid funeral leave to attend the funeral of someone with whom the employee has a “special familial relationship” must send their written request, including a brief explanation as to the nature of the relationship, to the County Administrator, who will approve or deny the request in writing. If the request is denied, the employee is still able to request the use of vacation, comp time, or personal leave for that day.
- C.** Employees must document their leave use in the appropriate timekeeping system being utilized by their department.
- D.** An employee may be asked to provide documentation to support their request for leave (i.e., a copy of an obituary or funeral notice listing the employee, a letter from the funeral home, etc...).



Signature of County Administrator

07/12/2021

Date

**Date:** June 29, 2021

**Resolution No. 21-559**

**Title:** Approval of Bereavement/Funeral Leave for Non-Bargaining Unit Employees Policy (Policy #47) of the Board of Lucas County Commissioners

**Department/Agency:** Human Resources

**Contact:** Brian Cunningham

**Summary/Background:** Per statute, bereavement/funeral leave for bargaining unit employees is negotiated into collective bargaining agreements. For non-bargaining unit employees under the appointing authority of the Board of County Commissioners, Ohio Revised Code 124.38 provides limited statutory language addressing this topic. This policy incorporates applicable statute as found as well as previous Board resolutions and past practice over the years, to create one source for all of this information.

**Budget Impact:**

**Statutory Authority/ORC:** ORC 124.38

**Commissioner Gerken offered the following resolution:**

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. The “Bereavement/Funeral Leave for Non-Bargaining Unit Employees” policy is hereby approved as found in the attached policy.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

**Action Taken:**

Commissioner Gerken voted yes

Commissioner Byers voted yes

Commissioner Skeldon Wozniak voted yes



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Jody L. Balogh, Clerk