

**STATE OF OHIO**  
**ADJUTANT GENERAL'S DEPARTMENT**  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789

**MEMORANDUM**

**TO:** SEE DISTRIBUTION   
**FROM:** Gregory L. Wayt, Major General (Ohio), The Adjutant General  
**DATE:** January 20, 2005  
**SUBJECT:** POLICY – State Employee Procedure Letter #20  
Bereavement Leave

**1. REFERENCES:**

- A. Collective bargaining employees (except Firefighters): Article 30.03, AFSCME/OCSEA Labor Agreement.
- B. Firefighters: Appendix Q, Article 30.03, AFSCME/OCSEA Labor Agreement
- C. Exempt employees: Section 124.387 Ohio Revised Code and 123:1-34-09, 123:1-47 Ohio Administrative Code.

**2. POLICY:**

- A. General: The employer may grant vacation, sick leave, or personal leave to extend the bereavement leave. The leave and the extension may be subject to verification. Bereavement leave does not accrue and cannot be converted to cash. Part-time employees shall receive bereavement leave with pay for the hours that they are normally scheduled to work.
- B. Collective Bargaining Employees (except Firefighters): Three (3) consecutive days of bereavement leave with pay at regular rate will be granted to an employee upon the death of a member of his/her immediate family interpreted for the purposes of this article to include: spouse or significant other ("significant other" as used in this Agreement, 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. Bereavement leave will be granted in the case of a stillbirth conditioned upon the tendering of a death certificate.
- C. Firefighters: Firefighters shall be eligible for three consecutive days off within their schedule. The days of bereavement leave may be paid or unpaid, depending upon the employee's schedule, and must include, follow or precede the day of the family member's funeral. If leave is not taken in conjunction with the funeral, the employee will be granted 24 consecutive hours of bereavement leave. Such leave must be taken within six (6) months from the death of the immediate family member.
- D. Exempt Employees: Each full-time permanent employee paid directly by warrant of the auditor of state shall be granted three (3) days of bereavement leave with pay upon the death of a member of the employee's immediate family. An immediate family member is defined as: 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-siblings or a legal guardian or other person who stands in the place of a

\*This memorandum supersedes State Employee Procedure Letter #20, dated 1 July 1997.

**AGOH-SHRD**

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parent. Bereavement leave shall not exceed twenty-four scheduled work hours. Part-time permanent exempt employees are not authorized bereavement leave. Bereavement leave does not accrue and cannot be converted to cash.

**3. REQUESTING LEAVE:**

- A. Bereavement leave must be requested by the employee on the Request for Leave form (ADM 4258) and submitted to his/her supervisor. The ADM 4258 form must show the name and relationship of the deceased in the appropriate section of the form as well as the date of death. The ADM 4258 form becomes an accountable form which must be retained by the time and attendance certification officer.
- B. Entry on the left side of the T&A form (AGN 0023) will be "BE" followed by the number of hours granted each day.

**DISTRIBUTION:**

**AD**