

EMPLOYEE HANDBOOK

BEREAVEMENT LEAVE

Board Policy:

REVIEW DATE: 12/05/2024
DATE APPROVED: 12/05/2024
EFFECTIVE DATE: 01/01/2025
REPLACING POLICY EFFECTIVE: 04/01/2018

Columbus Metropolitan Library (CML) permits all employees to be absent from work on an authorized, short-term basis due to the death of a "family member," as defined below.

Administrative Procedure:

REVIEW DATE: 12/05/2024
DATE APPROVED: 12/05/2024
EFFECTIVE DATE: 01/01/2025
REPLACING PROCEDURE EFFECTIVE: 05/07/2018

A. Bereavement leave allowances are as follows:

One Day	Three Days	Five Days
Aunt, uncle, niece, nephew, or cousin	Grandparent or grandchild; parent or sibling of a spouse or domestic partner; son-in-law or daughter-in-law (i.e. spouse of child)	Parent, sibling, child (including step relations and child of domestic partner), spouse or domestic partner

- B. Days off must be consecutive scheduled work days up to the allowance listed in A above. Bereavement Leave must be used within 6 months of the death of the family member. Bereavement leave must be utilized to cover an entire shift.
- C. Employees who had scheduled Paid Time Off (PTO) during the Bereavement Leave may substitute Bereavement Leave for the scheduled PTO. Bereavement Leave hours will not count toward overtime. CML will strive to accommodate additional leave as needed through use of PTO or schedule changes.
- D. Employees should contact their immediate supervisor as soon as possible but no later than the beginning of the first day of absence due to Bereavement Leave requested. An employee must specify the relationship of the deceased and the number of days off. Proof of the death and relationship may be requested.
- E. Absence for bereavement will not be utilized in determining unscheduled absence/poor attendance records.

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F. Absence for bereavement must be noted as such on time records.

Related Policies/Forms:

- Domestic Partner Affidavit
- Time Record