

SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL

FUNERAL LEAVE

SECTION 4.05  
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- A. An employee may be granted usage of sick leave upon the approval of the appropriate SCAA up to a maximum of five (5) working days for a death in the event of a death of an immediate family member of the employee.

For purposes of this policy, "immediate family" means an employee's 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-parents, step-children, step-siblings, or a legal guardian or other person who stands in the place of a parent (in loco parentis).

The use of such leave shall be limited to matters related to making the funeral arrangements and actual attendance of the funeral unless otherwise approved by the SCAA.

- B. A sick leave request shall be submitted on a "Request For Leave Form" and appropriate proof of death shall be submitted with the request (e.g., a copy of the obituary, etc.). If no sick leave balance exists at the time such bereavement occurs, an employee may be authorized to take vacation leave or a leave of absence without pay for up to a maximum of five (5) days.