

AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE BEREAVEMENT PAY POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK

WHEREAS, Brewster Village Council desires to adopt an Employee Bereavement Pay Policy and to modify the Village Employee Handbook to include an Employee Bereavement Pay Policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The Village shall adopt an Employee Bereavement Pay Policy as defined below and shall add Section 4.06 - Employee Bereavement Pay Policy to the Village Employee Handbook as follows:

4.06 BEREAVEMENT LEAVE

The Village of Brewster recognizes that a death in the family creates a very difficult time and seeks to ensure that the employee is able to attend to important family matters. To that end, the Village has adopted the following policy for bereavement leave.

(A) Eligibility

All full-time Village employees are eligible for bereavement leave.

(B) Bereavement Leave

- The Village of Brewster allows bereavement leave for employees who need to take time off due to the death of an immediate family member.
- Employees are allowed up to three consecutive scheduled work (3) days attend the funeral and make any necessary arrangements associated with the death.
- Bereavement leave is paid.
- The duration and starting date of a bereavement leave will depend on such factors as distance to be traveled and responsibility of the individual. This is a matter of supervisory decision on a case by case basis.
- Additional days off may be granted for bereavement using paid (or unpaid) time with your supervisor's approval.

(C) Bereavement Leave – Immediate Family

For Bereavement leave, "immediate family" means the following:

- an employee's spouse or significant other;
- an employee's parent(s);
- an employee's current spouse's parent(s);
- an employee's child(children);
- an employee's brother or sister;
- an employee's step-brother or step-sister;
- an employee's current brother-in-law or sister-in-law;
- an employee's current son-in-law or daughter-in-law;
- an employee's grandparent;
- your current spouse's grandparents;
- an employee's grandchild;
- your current spouse's grandchild;

"Child" ("children") as used in this policy means or includes biological, adopted, foster, step- child, legal ward, or a child of a person standing in loco parentis who is under the age of 18 (or if over the age of 18 if incapable of self-care due to a physical or mental disability)

"Parent"(s) as used in this policy means or includes biological, adopted, foster, step-parent, legal guardian, mother-in-law, father-in-law, or an individual standing in loco parentis when the employee was a child)

"Significant other" as used in this policy means one who stands in place of a spouse and who resides with the employee.

The Village will also consider requests for bereavement leave if someone dies who was as close to you as immediate family member.

(D) Approval of Bereavement Leave

- Employees shall make their request for bereavement leave to their supervisor, in writing, as soon as possible.
- To ask for bereavement leave, see your supervisor. Bereavement Leave will normally be granted unless there are business reasons that require you be at work.
- Approval of bereavement leave is within the discretion of the employee’s supervisor and appointing authority.

(E) Computation of Pay

Pay for bereavement leave is computed at the regular hourly rate.

(F) Unpaid Leave for Employees who are Not Eligible for Bereavement Leave

Unpaid leave shall be available for employees not eligible for paid bereavement leave (i.e. part-time employees).

(G) Other Requirements and Evidence for Bereavement Leave

Upon making and/or requesting leave under this provision, the employee may be required by the City to furnish verification of the absence, including proof of;

- death,
- relationship to the deceased, and/or
- proof or attendance at the funeral prior to granting and/or paying bereavement leave.
- Consecutive days that include the funeral must be taken within one (1) week of the death.

(H) Bereavement Leave Not be Granted

Bereavement leave will not be applicable (granted and paid) if the death in the immediate family occurs while the employee is on a leave of absence, layoff, or absent for any other reason (except vacation).

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on April 17, 2017

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni’s IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King