




## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT</b> BEREAVEMENT	<b>PAGE 1 OF 1</b>	<b>DATE EFFECTIVE</b> OCTOBER 1, 2018	
<b>SECTION/POLICY NO.</b> 4.10	<b>APPROVED BY</b>  MAYOR	<b>SUPERSEDES</b> NEW	
<b>PREPARED BY</b> VILLAGE ADMINISTRATOR		<b>APPROVAL DATE</b>	<b>ISSUE DATE</b> 12/31/2017
<b>REFERENCE</b> ORDINANCE 155.06	 VILLAGE ADMINISTRATOR	<b>DISTRIBUTION LIST</b> WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	
	 PERSONNEL/BENEFIT COMMITTEE		

**SCOPE**

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

**POLICY:**

- I. Policy: it shall be the policy of the Village to provide Bereavement Time for all full-time employees and a prorated for part-time employees.

**PURPOSE:**

- I. To meet all federal, state, local and administrative rules.

**PROCEDURE**

1. Full-time employees are entitled to a maximum of three (3) days off with pay in the event of death in the immediate family.
2. For the purposes of this policy, immediate family is defined as spouse, child, mother, father, foster parent or guardian, brother, sister, grandparent, grandchild, father-in-law, and mother-in-law,
3. Vacation or in extreme hardship cases, sick leave, or other leave can be used for son-in-law, daughter-in-law, stepfather, stepmother, stepsister, stepbrother, stepson, stepdaughter, half-brother, half-sister, or any dependent person living in the same household on a continuous basis.
4. One of the days taken must be the day of the funeral.

**PART ONE ADMINISTRATIVE CODE - CHAPTER 155**

**Employment Provisions**

EDITOR'S NOTE: Compensatory legislation is not codified herein since it is subject to frequent change.  
 155.06 BEREAVEMENT PAY.

All Village employees are entitled to time off with pay for deaths in their immediate families. This includes both the employee and the spouse's immediate family. Three days off shall be granted upon the death of an employee's spouse, children, parents, brother, sister, mother-in-law or father-in-law and the employee's grandparents and grandchildren. Additional time will be counted as vacation or in extreme hardship cases, as sick leave, or administrative leave. (Ord. 2000-11. Passed 5-15-00.)