

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0631 (HR)  
Effective Date: 06-30-02  
Person Responsible: Human Resources Coordinator

Subject: Funeral Leave  
Last Revision: 02-08-2024

Approvals/Date:

Brent Bowen 2-29-24  
Superintendent, WCBDD Date

Julie Spurgeon 2/28/24  
Department Director/Coordinator Date

1. An eligible employee may be granted use of sick leave for a maximum of five (5) working days in the event of a death of an immediate family member. For purposes of this procedure the "immediate family" is defined as only: A spouse or domestic partner; mother; father; brother; sister; child; grandparent; grandparent-in-law; grandchild; father-in-law; mother-in-law; daughter-in-law; son-in-law; sister-in-law; brother-in-law; step-mother; step-father; step-child; foster child; legal guardian or other person who stands in place of a parent (loco parentis), someone for whom you serve as a guardian.
2. Sick leave used for death of an immediate family member will be excluded from the calculation of 5% quarterly and 7% annual usage for purposes of excessive usage that will prevent annual movement.

References: Administrative Code 123:1-32-05(A)(4)

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