



**RESOLUTION TO APPROVE
LEAVES WITH PAY FOR BEREAVEMENT, CIVIC AND MILITARY
(UNIFORMED SERVICES) POLICY, 3356-7-11**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis;
and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of the University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 24, 2025
YR 2025-71**

**3356-7-11 Leaves with pay for bereavement leave, civic leave, and
military (uniformed services) leave, excluded
professional/administrative staff.**

Responsible Division/Office: Human Resources
Responsible Officer: VP for Human Resources
Revision History: June 2025
Board Committee: University Affairs
Effective Date: June 24, 2025
Next Review: 2030

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees.
- (B) Scope. Eligible excluded professional/administrative staff. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (C) Purpose. This policy is designed to provide for the following leaves with pay to eligible excluded professional/administrative staff, to provide guidance for availability and the use of such leaves, and to outline the rights and responsibilities of employees for the use of such leaves:
 - (1) bereavement leave;
 - (2) civic leave; and
 - (3) military (uniformed services) leave.
- (D) Bereavement leave:
 - (1) Procedures.
 - (a) Employees utilizing bereavement leave shall notify their immediate supervisor as soon as possible.
 - (b) Employees will report the utilization of bereavement leave on their electronic leave report upon return to work.
 - (c) Supervisors may require reasonable proof to verify the request for bereavement leave.

(2) Parameters.

- (a) Definition. As used in this policy, immediate family is defined as the employee's spouse, children (including a stillbirth), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, grandparents-in-law, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- (b) The university will provide up to four consecutive days of paid bereavement upon the death of an immediate family and one day of paid bereavement leave upon the death of an aunt or uncle.
- (c) Bereavement leave shall be taken to attend to any post-death matter and/or to prepare for or attend a funeral or interment.

(E) Civic leave.

- (1) Procedures. Employees shall provide written notification of civic leave to their supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
- (2) Parameters. As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:
 - (a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;
 - (b) Summoned for jury duty by any court of competent jurisdiction;
 - (c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made; or
 - (d) Employees are appellants in any action before the state personnel board of review and are in active pay status at the

time of the scheduled hearing before the state personnel board of review.

- (e) This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.
- (f) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
- (g) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.

(F) Military (uniformed services) leave.

- (1) Additional scope for uniformed services leave. This policy applies to permanent public employees who are performing service in uniformed services as defined in section 5923.05 of the Revised Code.
- (2) Procedures.
 - (a) Leaves of absence for uniformed services shall be granted in accordance with Chapters 5903 and 5923 of the Revised Code and Chapter 123:1-34 of the Administrative Code.
 - (b) Reinstatement and reemployment of employees in uniformed services shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. 4301, et seq.) and Chapter 123:1-34 of the Administrative Code.
- (3) Parameters for military (uniformed service) leave.
 - (a) Generally, permanent public employees, as defined in section 5923.05 of the Revised Code, who are members of uniformed services, are entitled to leave with pay for such time as they are performing uniformed services for up to one month, as defined in section 5923.05 of the Revised Code, in any calendar year. Paid leave may not exceed one hundred seventy-six hours in any calendar year.

- (b) Any permanent public employee called to uniformed services for a period in excess of one month because of an executive order issued by the president of the United States or because of an act of congress or because of an order issued by the governor, pursuant to sections 5919.29 or 5923.21 of the Revised Code, may receive during this period the difference between the employee's gross monthly wage or salary from the university and their gross uniformed services pay and allowances received in a particular month.
- (c) Leave without pay will be granted in the event of voluntary or involuntary induction into uniformed services and in compliance with federal and state statutes.
- (d) Employees who accrue more than five years of cumulative uniformed services leaves of absence are excluded from university reemployment and fringe benefits, except as provided in 38 U.S.C. 4312, as amended.
- (e) Employees on uniformed services leave without pay for up to thirty days will be given the option of making direct payments for the employee's share of health care coverage.
- (f) Employees on uniformed service leave without pay beyond thirty days have the right to elect continuation of health care coverage for up to eighteen months but will be responsible for the full premium for the coverage elected.