



**RESOLUTION TO RESCIND  
BEREAVEMENT LEAVE, EXCLUDED PROFESSIONAL ADMINISTRATIVE  
EMPLOYEES POLICY, 3356-7-15**

**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 rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-74**

**TO BE RESCINDED**

**3356-7-15      Bereavement leave, excluded professional administrative employees.**

Responsible Division/Office:	Human Resources
Responsible Officer:	VP for Human Resources
Revision History:	March 2010; March 2015; December 2016; December 2021; June 2025
Board Committee:	University Affairs
<b>Effective Date:</b>	<b>June 24, 2025</b>
Next Review:	N/A

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Purpose. To provide direction on the availability and appropriate use of bereavement leave.
- (C) Scope. This policy applies to excluded professional administrative employees. Academic department chairpersons are excluded professional administrative employees, covered by this policy.
- (D) Definition. As used in this policy, immediate family is defined as the employee's spouse, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- (E) Parameters.
  - (1) Up to four consecutive days of paid bereavement leave will be granted to excluded professional administrative employees upon the death of a member of their immediate family. Bereavement leave shall be taken to attend to any immediate post-death matter and/or prepare for or attend a funeral or interment.

- (2) Excluded professional administrative employees may use one day of bereavement leave upon the death of the employee's aunt or uncle.
- (3) Employees covered by collective bargaining should refer to their respective labor agreements.

(F) Procedures.

- (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
- (2) Employees will report the utilization of the leave on their electronic leave report upon return to work.
- (3) Supervisors may require reasonable proof to verify the request for bereavement leave.