

# Pickaway County Educational Service Center

2050 Stoneridge Drive, Circleville, OH 43113

Phone 740-474-7529 Fax 740-474-7251

## Bereavement Leave Request Form

*The Pickaway County ESC Governing Board has approved for full time employees the use of five (5) bereavement days of leave per year for death of an immediate family member. Immediate family is described in the ESC employee handbook in the sick leave category. Unused days will not be carried over into the next year.*

Please complete and return this form to the treasurer's office.

Employee \_\_\_\_\_

Number of bereavement days requested: \_\_\_\_\_

Dates of absence(s): \_\_\_\_\_

Reason for bereavement days \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature/Date \_\_\_\_\_

\_\_\_\_ Approved

\_\_\_\_ Disapproved: Reason \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature/Date