

<b>Head, Clara &amp; Maria Policies and Procedures</b>			
<b>DEPARTMENT: Human Resources</b>			<b>POLICY #: HR-10</b>
POLICY NAME: Bereavement Leave			
<b>DATE:</b> June 2021	<b>REV. DATE:</b> June 2021	<b>APPROVED BY:</b> Council	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

Employees are granted paid leave of absence in the event of death in the family.

**PROCEDURE:**

1. The following apply to full-time employees:
  - (a) The Employer pays an employee up to a maximum of five (5) days pay at the employee's straight time hourly rate for all regular time lost in the event of the death of the Employee's wife, husband, common-law spouse, and children, and to a maximum of three (3) days for the death of a father, mother, father-in-law, mother-in-law, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or foster child. Any leave taken must coincide with the death of the deceased person. If scheduled to work, one (1) day leave is granted to attend the funeral of the grandparent of the employee's spouse.
  - (b) Common-law status is recognized but in no event is an employee eligible for leave for a former common-law relationship or relationship by marriage that has since been terminated by divorce or annulment. Similarly, common-law relationships are not recognized where a marital relationship was not terminated by divorce or annulment.
  - (c) When the funeral occurs outside the area, such paid leave may include reasonable travelling time at the discretion of Clerk-Treasurer and/or Council.
  - (d) One (1) day leave is granted without loss of salary or wages to attend a funeral as a pallbearer. A request for such leave is given twenty-four (24) hours in advance of such leave, unless, under extenuating circumstances, such notice of time is not possible.
  - (e) In the event that bereavement leave is required while an employee is on paid vacation, such paid vacation is re-credited to the employee.
2. Bereavement leave is applicable to part-time employees to the extent that such leave is required during a three (3) or a five (5) day consecutive period that coincides with the date of the funeral, on days that part-time employees are regularly scheduled to work.