



Policy Type: Human Resources
Policy #: HR-700-05
Approved by Council on: November 27, 2017

Human Resources – Bereavement Leave

Policy

The Town shall grant a leave of absence without loss of pay in the event of a death in the employee's family in accordance with this Policy.

Objective

To provide employees the opportunity to grieve for family members.

Procedure

Non-Union Full-Time Employees

Bereavement leave without loss of pay, benefits or seniority will be granted to non-union full-time employees upon request in accordance with the following entitlement:

a) In the event of the death of the following family member the employee will be provided up to a maximum of five (5) scheduled and consecutive working days.

- Spouse (including common-law, same-sex, fiancé)
- Parent
- Brother
- Sister
- Child (biological, adopted, step-child or foster child)

b) In the event of the death of the following family member the employee will be provided up to a maximum of four (4) scheduled and consecutive working days.

- Grandparent
- Grandchild
- Mother-in-law
- Father-in-law



Policy Type: Human Resources
Policy #: HR-700-05
Approved by Council on: November 27, 2017

Human Resources – Bereavement Leave cont'd

- Sister-in-law
 - Brother-in-law
 - Son-in-law
 - Daughter-in-law
- c) In the event of the death of the following family member the employee will be provided up to a maximum of three (3) scheduled and consecutive working days.
- Aunt
 - Uncle
 - Grandparent-in-law
 - Niece
 - Nephew
- d) When burial occurs outside the area, such leave shall also include reasonable travelling time not to exceed seven days. Such travelling time is to be without pay.
- e) An employee who serves as a pallbearer will be entitled to mutually agreed time off with pay if it is a scheduled workday.
- f) Bereavement leave shall extend to five (5) consecutive working days, subject to the provision that the Employer may, at its discretion, allow additional absence where it deems such additional absence is justified. The employee shall be paid his regular rate of pay during a bereavement leave.
- g) Employees may be allowed to defer one (1) day of the above bereavement leave for future use for the actual interment or a memorial service.
- h) An employee who has commenced his/her scheduled vacation and suffers a death in the immediate family shall have his/her vacation extended by the number of days to which he/she is entitled.