

# VILLAGE OF EMPRESS

Title: Bereavement Leave	Policy Number: 12-06
Effective Date: September 20, 2013	Review Date: March 19, 2019

This policy replaces Policy 3.5 of the personnel policy adopted June 21, 2001

## **BEREAVEMENT LEAVE**

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### **Intent**

A leave of absence with pay in order to carry out responsibilities incurred by the death of an immediate family member may be permitted at the discretion of the supervisor.

### **Definition of Immediate family**

For this purpose, immediate family is defined as current spouse, (including common-law or same gender spouse), parent, step-parent, guardian; brother or step-brother; sister or step-sister; child, step-child, foster child or ward; grandparents or step-grandparents of the employee; grandchild or step-grandchild; or related dependent living in the household of the employee.

### **Length of Leave**

Where the supervisor is satisfied that the request is a legitimate one, it will be permissible to grant a leave of absence up to, but not exceeding, seven consecutive calendar days. The employee will be paid for their normal working days during the leave period granted.

Subject to operational requirements, a leave of absence with pay of seven (7) consecutive calendar days may be permitted at the discretion of the Manager to address the demise of the employee's parent-in-law or step parent-in-law, brother-in-law or step brother-in-law, sister-in-law or step sister-in-law, grandparent-in-law or step grandparent-in-law

### **Attending a Funeral Service**

Leave of absence with pay to attend funeral services of persons related more distantly than those listed above or close friends may be granted at the discretion of the CAO.

### **Additional Time**

In addition to the above-specified days, additional leave without pay may be granted upon request, subject to operational requirements

### **Interruption of Vacation**

An exempt employee, who is absent from work on vacation at the time the death of a relative (as defined above) occurs, shall not be disentitled to bereavement leave if they are required to interrupt their vacation to attend the funeral or assume responsibilities arising from the death. That portion of their vacation, which may be subsequently approved as bereavement leave, will be rescheduled at the employee's request to a mutually convenient time.