

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Bereavement Leave

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Bereavement Leave

INTENT:

To provide paid time away from work in the event of a death of an employees immediate family member.

SCOPE:

This policy applies to all permanent full-time employees.

PROCEDURE / IMPLEMENTATION:

BEREAVEMENT LEAVE

1. Four (4) regular working days off with pay shall be granted (for the purpose of attending the funeral) in the event of the death of the immediate family which would include: mother, father, sister, brother, spouse, common-in-law spouse, child.

Three (3) days, mother-in law, father-in-law, sister-in-law, brother-in-law, son-in law, daughter-in-law, step-mother, step-father, step-sister, step-brother, step-children and their spouses, grandchild, grandparents, grandparents-in-law, step-grandparents, step- grandchildren.

2. In the event of the death of any other relative or of a member of the staff, time off with pay may be granted (for the purpose of attending the funeral) not to exceed one (1) day, except by special permission of management personnel.
3. In the event that the death occurs during an employee's vacation or on a Paid Holiday (as defined in the relative policies), they will be entitled to an extension of their vacation (or another day off with pay in the case of a Paid Holiday) equal to the time off for bereavement leave which they otherwise would have been granted had the death not occurred.