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## POL.COR.18.02 Bereavement Leave Policy

**Policy Type:** Corporate Policy (Approved by Council)  
**Date Approved:** June 18, 2018  
**Department:** Administration  
**Staff Report:** FAF.18.83  
**By-Law No.:** 2018-37

### Policy Statement

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Permanent full-time and part-time employees are provided with paid time off for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service related to the death of a member of the immediate family. The Town of The Blue Mountains (the Town) reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home).

### Purpose

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The purpose of bereavement leave is to provide employees with time off work to make arrangements for the funeral of a family member, attending the funeral of a family member and/or grieve the loss of a family member.

The policy identifies the maximum bereavement leave which may be granted, establishes appropriate compensation for a bereavement leave and authorizes Department Heads or designates to grant a bereavement leave.

### Application

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This policy applies to non-unionized positions in all classifications at all locations of the Corporation. For unionized positions refer to the applicable collective agreement.

### Eligibility

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- All permanent full and part-time employees will be eligible for paid bereavement leave **immediately** upon employment.
- All other classifications of employment will be eligible for unpaid leave immediately upon employment.

### Procedures

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The amount of paid leave to which the employee may be entitled shall be as follows:

- a) When the death of a spouse, child, step-child, adopted child, legal ward, parent, step-parent, sibling or step-sibling occurs, the employee will be granted up to five (5) consecutive working days paid leave of absence without the loss of service. A parent includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own and "child" has a corresponding meaning. Spouse includes both married and unmarried couples (e.g. common-law) of the same or opposite sex. The definition of immediate family shall be deemed to apply equally to employees in common-law relationships that are spouses pursuant to the Family Law Reform Act.
- b) When the death occurs in the immediate family outside of the members listed above the employee will be granted up to three (3) consecutive working days paid leave of absence without loss of service. For the purposes of this policy, immediate family will include mother-in-law, father-in-law, step-mother-in-law, step-father-in-law, sister-in-law, brother-in-law, grandparent, grandparent-in-law, grandchild, legal guardian, niece, nephew, aunt, and uncle.
- c) When a death occurs in the family outside of the members listed in a) and b) above, the employee will be given one (1) day of paid leave without loss of service.
- d) When an employee is required to act as a pallbearer in a funeral outside of the family relationships listed in a), b) or c) the employee will be given one (1) day of paid leave without loss of service.
- e) Special circumstances may be approved by the CAO and Department Head in consultation with the Manager of Human Resources.

When an employee is bereaved the supervisor should be immediately contacted via e-mail or phone call. The supervisor is responsible for approving the length of the leave based on this policy and informing the department head.

The Town recognizes that bereavement leave is intended to be used at the time of the death and/or funeral; however, there may be situations when part of an employee's bereavement leave may be requested at a later date, within one (1) year of the death, in order to attend to matters relating to the bereavement.

Employees may also be granted up to one (1) day without pay to attend the funeral of a close non-family member, at the discretion of the supervisor on a case by case basis.

### **Consequences of Non-Compliance**

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Breaches of this policy will be dealt with thru the Town's progressive discipline policy.

### **Review Cycle**

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This policy will be reviewed once per term of council or as required due to legislative change.