



GENERAL MANUAL POLICY

APPROVED BY:

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CATEGORY: Human Resources

TOPIC: Bereavement Leave

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POLICY

It is the policy of the Community Living Thunder Bay to grant an employee up to five (5) consecutive days off (including regular days off), at the employee's regular, hourly rate of pay for all regular time lost in the event of the death of an employee's spouse, parent, mother-in-law, father-in-law, child, step-child, brother, sister, son-in-law, daughter-in-law, brother-in-law, grandparent, spouse's grandparent, grandchild, ward or guardian.

In the event of the death of an aunt, uncle, niece, or nephew, a full time employee or a part time employee who is otherwise scheduled to work shall be granted one day off with pay to attend the funeral.

If an employee does not qualify under the above noted conditions, the Employer, in its discretion, may approve such a leave with or without pay.

This policy only applies to permanent full-time and part-time employees.

PURPOSE

To allow employees time away from work to deal with the loss of a family member.

Initial: KJP.

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PROCEDURE

An employee must notify his/her Team Leader as soon as possible following bereavement and identify the family member.

Once approved, the Team Leader will ensure that the timesheets and attendance records are appropriately coded and coverage is obtained, if required.

Note: Bereavement Leave taken also counts as Emergency Days taken. For more information see Policies and Procedures Manual Emergency Leave or contact the Human Resources Department.