

## ***Bereavement Leave***

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0705</i>
<b>Revised Date</b>	<i>January 17, 2007</i>	<b>Approved Date</b>	<i>December 19, 1990</i>

### ***Introduction***

The Board of Health believes in providing fair and equitable benefits to all its employees consistent with the health unit's mandate to promote and protect public health in the community.

### ***Purpose***

This policy outlines the entitlements and parameters for employee time off in relation to the death of a friend or family member. This policy applies to all non-union employees of the health unit. This policy does not apply to those employees who are members of the Ontario Nurses Association who will refer to their collective agreement on this issue.

### ***Legislative Authority***

N/A

### ***Policy Definitions and Interpretation***

Immediate family member includes spouse, children/step children, parents, step parents, siblings, step sibling, mother/father-in-law, sister/brother in-law, grandparents/grandparent-in-law, grandchildren/step grandchildren or relative permanently residing in the employee's household.

### ***Policy***

In the event of death of a member of the immediate family of a permanent full time employee, the employee will be granted not more than five working days (pro-rated for permanent part-time - FTE x 5 days) leave of absence from his/her employment without loss of pay, generally taken consecutively.

All permanent employees will be granted one (1) work day without loss of their regular pay for the death of a relative who is not a member of their immediate family.

In the event of the death of a significant person other than listed above, the Employer will grant the employee one-half (1/2) day paid leave to attend a funeral or other service.

All permanent full time and permanent part time employees are covered by this policy beginning on their first full day of employment.

Casual employees will be granted time off for bereavement leave as outlined in this policy and will take unpaid leave of absence and/or accumulated compensating time or flex time for the time taken

***Procedures***

1. Any time off requested under this policy must be approved by the immediate manager/supervisor.
2. When a death occurs in an employee's immediate family while an employee is on vacation, vacation days will be credited back to the employee and bereavement time may be substituted up to the maximum outlined in the bereavement policy. There will be no substitution while an employee is off on any other paid time (sick, flex etc.).

***Related Policies***

N/A

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

March 1, 1998

December 10, 2003

September 2010 Policy re-numbered, previous number B5.080