

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-24

SUBJECT: **BEREAVEMENT LEAVE**

SECTION: Personnel

APPLIES TO: Regular Employees

EFFECTIVE: June 1, 2009

- 24.1 For the purpose of this policy, spouse is meant to include spouse by marriage, common-law spouse and same-sex spouse.
- 24.2 In the event of a death in the immediate family of an employee, the Employer agrees to grant time off with normal pay for the purpose of making arrangements for or attending the funeral of the deceased person:
- (a) Spouse, son, daughter: five (5) consecutive days.
 - (b) Father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, step-son, step-daughter: four (4) consecutive days
 - (c) Father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, spouse's grandparents, and grandchildren: three (3) consecutive days.
 - (d) Aunts, uncles, nieces and nephews of employees and their spouse: one (1) day
- 24.3 In the event of the death of any fellow employee, the Department Head may at his/her discretion, allow any or all of the employees in his/her Department to be absent from work without pay for one-half day to attend the funeral of such fellow employee.
- 24.4 An additional ten (10) days per year, beyond the three (3) days outlined in 24.2, without pay, may be granted as a right to the employee, upon request and in accordance with the Employment Standards Act as summarized in Administrative Procedure No. 3-20.10 *Personal Emergency Leave*.
- 24.5 At management's discretion additional time without pay may be granted under special circumstances. Such determination to be made by the Department Head in consultation with the Chief Administrative Officer, or his designate.

NOTE: Bereavement leave during vacation, see Administrative Procedure No. 3-08, Section 8.13.