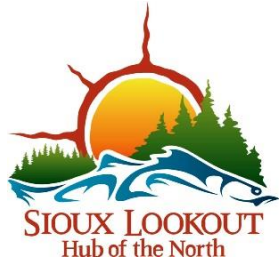


Bereavement Leave



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel	Date:	May 1, 2026
Policy No:	2026-HR-05	Repeal:	
Approved by:	CAO		

Purpose

To outline the entitlements and procedures for bereavement leave in accordance with the Ontario Employment Standards Act and to reflect the Municipality's commitment to employee well-being.

Policy Statement

The Municipality is committed to supporting employees through compassionate leave when experiencing the death of a family member or loved one. Bereavement leave allows time for employees to grieve, attend services, and make necessary arrangements without compromising their financial security.

Scope

This policy applies to all regular full-time and part-time municipal employees.

Definitions

Immediate family includes:

- Spouse (including common-law or same-sex partner)
- Child or step-child
- Parent or step-parent
- Sibling or step-sibling
- Parent-in-law or step-parent-in-law
- Sibling-in-law or child-in-law
- Grandparent or grandchild
- Spouse's grandparent

Extended family includes:

- Aunt, uncle, cousin, niece, or nephew of the employee or their spouse

General Provisions

- Employees may be granted paid bereavement leave based on their relationship to the deceased:

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

- *Up to 5 days* for spouse, child, unborn child (including miscarriage or stillbirth) or step-child
- *Up to 4 days* for parent, step-parent, sibling, step-sibling, parent-in-law, or step-parent-in-law
- *Up to 3 days* for sibling-in-law, child-in-law, grandparent, grandchild, or spouse's grandparent
- *1 day* for extended family members (e.g., aunt, uncle, cousin, niece, or nephew of employee or spouse)
- *1 day for household pets (as defined below)*
- Bereavement leave is to be taken as consecutive working days and is not deducted from vacation or other leave entitlements.
- In accordance with the Employment Standards Act, employees are also entitled to up to two (2) unpaid, job-protected bereavement days per calendar year for specific family relationships.
- Additional leave beyond these entitlements may be granted with the approval of the Chief Administrative Officer (CAO) or designate, based on individual circumstances.
- In the event of the death of a fellow employee, the Department Head may authorize time off without pay (typically up to half a day) for colleagues to attend the funeral, subject to operational requirements.
- Bereavement leave that occurs during scheduled vacation time will supersede the vacation. The affected vacation days will be re-credited to the employee's vacation bank.
- Proof of death (e.g., obituary or death notice) may be requested at the discretion of the employer.
- Up to 1-day bereavement may be granted in the event of the death of a household pet, to allow for attendance at euthanasia and/or pick up cremated remains. Reasonable proof (such as a veterinary receipt or cremation document) may be requested at the employer's discretion.

Responsibilities

- Employees must notify their supervisor as soon as possible when bereavement leave is required and provide any necessary documentation.
- Supervisors are responsible for approving leave in accordance with this policy and ensuring operational coverage.
- HR is responsible for interpreting the policy, maintaining records, and ensuring compliance with legislation.
- The CAO or designate may review and approve extended leave requests under exceptional circumstances.

References

Employment Standards Act, 2000 (Ontario)

Review and Revision

This policy will be reviewed at least once every three (3) years or as required by changes in legislation or municipal practice.