

		POLICY
SECTION: HUMAN RESOURCES		NO: HR-BER-01
REFERENCE: BEREAVEMENT		Date: November 14, 2022
		Next Review Date: November 2024

TITLE: BEREAVEMENT

1.0 Purpose

- 1.1 The purpose of this policy is to provide paid time away from work in the event of a death of a non-union employee's immediate family.
- 1.2 Employee as referred to in (1.1) shall mean all permanent or probationary non union employees of the City of Dryden.

2.0 Entitlement

- 2.1 Bereavement leave shall be taken within ten (10) working days of the date of death. Where special circumstances exist, an employee may request alternate arrangements with management approval.
- 2.2 Bereavement entitlements are as follows:

UPON DEATH OF	LENGTH OF LEAVE
Spouse, common law spouse/partner (including same sex spouse/partner) son/stepson, daughter/stepdaughter, father/stepfather/foster, mother/stepmother/foster, brother, sister, legal guardian	Five (5) days
Father-in-law, mother-in-law, grandparents, grandparent-in-laws, grandchild, sister-in-law, brother-in-law, son-in-law or daughter-in-law	Three (3) days

3.0 Eligibility

3.1 Bereavement leave entitlement shall be subject to the following:

- a) The employee shall immediately notify his/her supervisor or designate of the leave, and
- b) The employee attends the funeral, and
- c) Bereavement leave will be working days off and the employee shall receive pay at straight time for days the employee would have normally worked.

4.0 Additional Time

- 4.1 Two (2) additional days leave shall be granted as traveling time to non union employees when the funeral takes place outside the Dryden District, provided that the funeral is five hundred (500) kilometers from Dryden and subject to conditions outlined in 3.1.
- 4.2 Additional time off without pay may be granted at the supervisor's or designates discretion where the severity of bereavement is such that more time is required by the employee to recover from the emotional loss.
- 4.3 Bereavement Leave which falls on a paid holiday or vacation period, will not be counted as part of the holiday or vacation provided the employee immediately notifies his/her supervisor.

History			
Approval Date:	December 6, 2004	Approved by:	Council Resolution
Amendment Date:	November 15, 2010	Approved by:	By-law 3834-2010
Amendment Date:	April 24, 2017	Approved by:	CAO
Amendment Date:	August 27, 2018	Approved by:	By-law 4575-2018
Amendment Date:	July 28, 2020	Approved by:	CAO
Amendment Date:	November 14, 2022	Approved by:	By-law 2022-60

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.