

Bereavement Leave Policy & Procedure

Policy 04-2022

The Town of Birch Hills wishes to show its sympathy to a bereaved employee, who has been employed with the Town of Birch Hills for thirteen (13) or more consecutive weeks, a leave for the death of a person who is "immediate family" of the employee.

"Immediate Family" is defined as:

- The employee's spouse, parent, grandparent, child, grandchild, brother or sister or the spouse of the brother or sister; or
- The employee's spouse's parent, grandparent, child, grandchild, brother or sister or the spouse of the brother or sister.

Definition of spouse means, with respect to an employee:

- The legally married spouse of the employee; or
- A person with whom the employee cohabits and has cohabited as spouses:
 - Continuously for a period of not less than two (2) years; or
 - In a relationship of some permanence if the person and the employee are the parents of a child

Procedure(s)

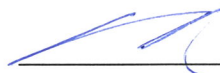
- The Town of Birch Hills shall grant an employee a **paid** leave to a maximum of five (5) consecutive calendar days for a person who is considered "immediate family". This leave must be taken in the period from one (1) week before the funeral to one (1) week after the funeral.
- The Town of Birch Hills may grant an employee an **unpaid** leave of one (1) day to attend a funeral of a person who is not considered "immediate family".
- In certain circumstances and at the discretion of Council, the leave may be extended.

The term "funeral" also pertains to a memorial service.

Adopted this 13th day of April, 2022



Mayor



Chief Administrative Officer

