

Hastings Highlands Public Library

Area: Human Resources
Policy Title: Bereavement Leave
Policy Number: HR-16

Initial Policy Approval Date: September 12, 2016
Last Review: April 22, 2021
Year of next review: 2025

Employees are granted paid leave of absence in the event of death in the family.

PROCEDURE:

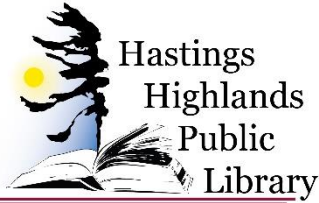
- 1) The following apply to permanent **full-time** employees:
 - a) The employer pays an employee up to a maximum of five (5) consecutive days pay at the employee's straight time hourly rate for all regular time lost in the event of the death of the employee's spouse (including common-law) son, daughter, common-law and step relationships, mother, and father.
 - b) The employer pays an employee up to a maximum of three (3) consecutive days pay at the employee's straight time hourly rate for all regular time lost in the event of a brother, sister, brother-in-law, sister-in-law, son-in-law or daughter-in-law, mother-in-law, father-in-law, and grandparent.
 - c) The employer pays an employee one (1) day's pay at the employee's straight time hourly rate for the death of an aunt, uncle, niece, and nephew.
 - d) Common-law status is recognized but in no event is an employee eligible for paid leave for a former common-law relationship.
 - e) When the funeral occurs outside the area, such leave shall include the employee's reasonable travelling time, not exceeding seven (7) days. The employee shall not be paid during such allowable travelling time beyond the stated days leave with pay.
 - f) When burial involves an interment an employee shall be entitled to use one (1) day from the stated days leave with pay.
 - g) One (1) day leave is granted without loss of salary or wages to attend a funeral as a pallbearer, if a request for such leave is given twenty-four (24) hours in advance of such leave, unless, under extenuating circumstances, such notice of time is not possible.

- h) In the event that bereavement leave is required while an employee is on paid vacation, such paid vacation is re-credited to the employee.

- 2) The following apply to permanent **part-time** employees;
 - a) Bereavement leave is applicable to part-time employees that they shall be paid their regular pay for up to three (3) working days on days that coincide with the date of the funeral, on days that part-time employees are scheduled to work. Refer to the Bereavement Clause in the Collective Agreement.

Upon return to work, all employees shall file a Leave of Absence Form (Appendix D) with their Manager.

See Leave of Absence Form below



Hastings Highlands Public Library

LEAVE APPLICATION

EMPLOYEE : _____

DATES: _____

OF DAY (s): _____

OF HOUR (s): _____

RECORDED AS:

Annual Vacation Amended Vacation
Unpaid Leave Education Time In Lieu of Overtime Float Day

Any amendments to approve vacation requests must be submitted fourteen (14) days prior to scheduled vacation in writing for approval by the CEO.

Sick Leave

Has the employee provided a medical certificate and has it been forwarded to Manager:

Yes No

Bereavement Leave

Relationship to bereaved: _____

Day of Funeral: _____

Employee's Signature

CEO's Signature

Date: _____ Not approved (reason) _____

- Please provide to payroll department after approval – to be inputted