



## Rural Municipality of Corman Park No. 344 Policy

Policy # HR-007

Policy Title: Bereavement Leave

**Policy Objective:**

To provide direction to administration in the granting of bereavement leave.

**Authority:** (Bylaw#, Resolution date/#)

Council Resolution: February 19, 2013

**Policy:**

This policy applies to all employees of the municipality, including those of the bargaining unit if the provisions of the policy are more favourable than those in the collective agreement.

In accordance with Saskatchewan Labour Standards, after three months of continuous employment, if a member of the employee's immediate family dies, the employee must be provided with bereavement leave of up to (five) 5 working days. The paid portion of Bereavement Leave will be set out in this policy as:

**Immediate Family**

A bereavement leave of (three) 3 days with pay shall be granted for the loss of immediate family members identified as follows:

Spouse, Common-Law Spouse, Father, Mother, Step Parent, Brother, Sister, Step-Brother, Step-Sister, Child, Step-Child, Grandparents, Great Grandparents, Mother-in-Law, Father-in-Law, Spouses Grandparents, Sister-in-Law, Brother-in-Law, Son-in-Law, Daughter-in-Law, Grandchild or Great-Grandchild.

An additional (two) 2 days may be granted without pay for a total of (five) 5 days leave.

**General**

Bereavement leave for funeral attendance exclusive of the above shall be granted without pay.

In the event of the passing of current employee or member of Council the R.M. the office will close accordingly to allow fellow staff and Council to pay their respects. Office closure will not result in a loss of pay.

Policy # HR-007

Policy Title: Bereavement Leave

Date Issued: February 19, 2013

Updated Date:

Page 1 of 1