

## Bereavement Leave

### I. Purpose

To provide paid bereavement leave to regular full-time and regular part-time non-represented employees in the event of a death in their immediate families. Bereavement Leave for represented employees is governed by the terms of their respective collective bargaining agreements.

### II. Policy

A regular full-time employee who has an immediate family member (parent, sibling, spouse, child, mother-in-law, father-in-law, grandparent or grandchild) taken by death, may receive up to three (3) days of paid leave as bereavement leave. The employee may request additional days of vacation, floating holiday, or compensatory time for travel, subject to the approval of the appropriate Department Director and the Mayor or Mayor's designee.

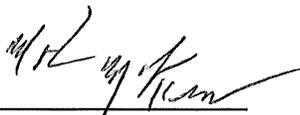
A regular part-time employee who has an immediate family member (parent, sibling, spouse, child, mother-in-law, father-in-law, grandparent or grandchild) taken by death, may receive up to three (3) days (pro-rated, based on a percentage of their regular part-time weekly hours divided by 40) paid leave as bereavement leave. The employee may request additional days of vacation, floating holiday, or compensatory time for travel, subject to the approval of the appropriate Department Director and the Mayor or Mayor's designee.

### III. Procedure

An employee wishing to take bereavement leave shall inform his/her supervisor or the supervisor's designee of the circumstances and the request for bereavement leave as soon as possible after the employee becomes aware of the need for bereavement leave.

Supervisors may approve bereavement leave for Orientation employees, provided they have demonstrated satisfactory performance at the time of the request.

Approved:



Mike McKinnon, Mayor



Date