



# City of Moose Jaw

**COMMUNICATION # CC-2022-0068**

**TITLE:** Amendment to the Bereavement Leave Policy

**TO:** City Council

**FROM:** Department of Human Resource Services

**DATE:** May 24, 2022

**PUBLIC:** PUBLIC DOCUMENT

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## **RECOMMENDATION**

THAT the Bereavement Leave Policy (HR-002-2021 POY) as attached to Communication #CC-2022-0068, be adopted substantially in the form as attached hereto and forming part of these minutes.

## **EXECUTIVE SUMMARY**

All Human Resource policies are reviewed on a regular schedule to ensure they remain current. A review of the Bereavement Leave Policy was conducted, and one required amendment was identified through that review.

## **BACKGROUND**

This policy was last reviewed in 2020. There have been no major legislative or procedural changes that impact the policy.

## **DISCUSSION**

The current policy contains the following provision:

*"City of Moose Jaw reserves the right to inquire as to the name, nature of the relationship with the deceased and the name of the funeral home responsible for the arrangement."*

While the nature of the relationship with the deceased is information that is required and appropriate to request, it is neither required nor appropriate to ask specifics related to names of funeral homes. The proposed amendment would change that provision to only mentioned nature of the relationship with the deceased. No other changes to the policy are recommended.

## **OPTIONS TO RECOMMENDATION**

- Maintain the existing policy.

## **COMMUNICATION PLAN**

The amended Policy, as approved, will be communicated to Department heads and cascaded down to employees.

## **STRATEGIC PLAN**

Proper policies related to matters of employee relations ensure a respectful working environment.

## **PRESENTATION**

Mr. Jim Puffalt, City Manager will introduce this report. Mr. TJ Karwandy, Director of Human Resource Services, will provide a brief overview.

## **ATTACHMENTS**

1. Proposed amended Bereavement Leave Policy
2. HR-002-2021 POY Bereavement Leave (Existing policy)

## **REPORT APPROVAL**

Written by: TJ Karwandy, Director of Human Resource Services  
Reviewed by: Tracy Wittke, City Clerk  
Approved by: Jim Puffalt, MBA, CMMA, RMA, City Manager  
Approved by: Clive Tolley, Mayor

*To be completed by the Clerk's Department only.*

Presented to Regular Council or Executive Committee on \_\_\_\_\_.

Resolution No. \_\_\_\_\_

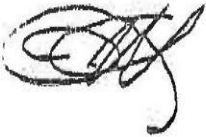
## Report Approval Details

Document Title:	Amendment to Bereavement Leave Policy – HR-002-2021 POY - CC-2022-0068.docx
Attachments:	- Bereavement Leave Policy current.pdf - Bereavement Leave Policy - proposed May 2022.pdf
Final Approval Date:	May 13, 2022

This report and all of its attachments were approved and signed as outlined below:



Tracy Wittke



Jim Puffalt



Clive Tolley