



## City of Moose Jaw POLICY

<b>POLICY:</b>	<i>Bereavement Leave Policy</i>	<b>POLICY NO.:</b>	<i>HR-002-2021 POY</i>
<b>POLICY Owner</b>	<i>Human Resource Services</i>	<b>Approved on:</b>	July 1, 2021
<b>Approved by:</b>	<b>City Council Resolution #</b>	<b>Effective Date:</b>	
<b>Last Reviewed:</b>	<b>May 1, 2022</b>	<b>Next Review:</b>	<b>May 2025</b>

### 1. Purpose

City of Moose Jaw understands that employees should have time off work to attend funeral services, grieve in private, and deal with family issues in the event of a death of an immediate family member. It is our intention to ensure that our employees are provided the time they need to properly take care of their family obligations, while maintaining their employment at City of Moose Jaw.

### 2. Definitions

1. Leave of absence with full pay shall be granted to employees who suffer the loss by death of a member of their immediate family. [Immediate family being interpreted as mother, father, legal guardian, brother, sister, spouse, fiancé, children, miscarriage and stillbirth, mother-in-law, father-in-law, grandchildren, grandparent of employee or spouse, common-law spouse, children of common-law spouse, and parents of common-law spouse (common-law means a minimum three (3) months co-habitation)].
2. Where the death and burial of the relative mentioned in this Section occurs in Moose Jaw, such bereavement leave shall consist of four (4) working days or part thereof, to be taken at the time of the death, and funeral and/or interment. Leave of absence with full pay shall be granted to employees who suffer the loss by death of an aunt, uncle, niece or nephew for up to two (2) working days, to be taken at the time of death, funeral and/or interment.
3. Where the burial of the relative takes place at a location other than in Moose Jaw, such bereavement leave shall consist of the days, or part thereof, mentioned above, as well as reasonable travel time, which bereavement leave and travel time together shall not exceed seven (7) days in total, inclusive of any of the employee's rest to be taken at the time of death, funeral, and/or interment.
4. The employee (or the employee's designate) shall notify the Department Head (or the Department Head's designate) prior to commencing bereavement leave.
5. Bereavement leave in the case of death of other persons or call for pallbearer duty, or additional leave beyond what it is provided above, may be granted at the discretion of the Director of Human Resource Services.

### 3. Procedure

#### **GUIDELINES:**

- Employees are expected to notify their immediate supervisor and request Bereavement Leave as soon as possible when a death occurs in their family.
- Miscarriage and stillbirth, refers to all pregnancies that do not come to term, including, but not limited to, ectopic and molar pregnancies.
- In the event of a request for bereavement leave with respect to miscarriage/stillbirth by the mother or father with respect to the pregnancy that did not come to term, such leave shall be granted automatically.
- In the event of a request for bereavement leave with respect to miscarriage/stillbirth by an individual other than the mother/father with respect to the pregnancy that did not come to term, managers shall assess each request individually on a case-by case basis, respecting the sensitivity of the situation and due regard to the organizational desire to employ a consistent approach.
- Use of Bereavement Leave for any purposes other than the reasons listed above, are inappropriate, non-compensable and maybe subject to corrective discipline.
- Bereavement Leave may be substituted for holidays in exceptional circumstances if during their vacation, the employee should suffer a loss as defined by this policy.
- For situations requiring special consideration or additional leave employees must submit a formal request to Director of Human Resource Services.

#### **BEREAVEMENT LEAVE BENEFITS:**

- All employees are eligible for Bereavement Leave benefits. Part time/casual employees will receive payment for any scheduled shifts during the bereavement period.
- Bereavement Leave pay shall be equal to the regular hourly rate of the employee.
- Bereavement Leave pay will not be considered hours worked for purposes of calculating overtime.
- City of Moose Jaw reserves the right to inquire as to the nature of the relationship with the deceased.

#### **BEREAVEMENT LEAVE WITHOUT PAY:**

- If an employee does not qualify for Bereavement Leave benefits, approved time off may still be granted as leave without pay.
- Time off without pay may be granted to attend a funeral in the event of the death of a close friend. Managers shall assess such requests individually on a case-by-case basis respecting the sensitivity of the situation and due regard to the organizational desire to employ a consistent approach.
- Days required off for Bereavement Leave Without Pay shall be counted as a leave without pay.

APPROVED

City Manager's Signature:

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