



Corporate Policy Manual

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| Sub Topic: | Bereavement Leave | Policy No. | 11-06 |
| Topic: | Leaves of Absence | Employees Covered: | All Regular Non-Union Full-Time & Regular Non-Union Part-Time Employees |
| Section: | Human Resources | Council Adoption Date: | |
| Effective Date: | September 12, 2005 | Revision No: | Date: |

Policy Statement & Strategic Plan Linkages

The Town of Newmarket supports and encourages an atmosphere of high employee productivity through full and consistent employee participation in the workplace, recognizing that there will be occasions when employees require time away from work for various reasons. The Town of Newmarket encourages employees to live and work *well* in an environment that supports a work/life balance.

Purpose

The Town of Newmarket will provide regular full time and regular part time employees with a paid leave of absence for the purpose of Bereavement Leave.

Procedures

In the event of a death in the family of an employee, the Town agrees to grant time off without loss of salary or wage as follows:

- loss of spouse, son or daughter, mother, father – up to five (5) days;
- loss of grandmother, grandfather, brother, sister, son-in-law, daughter-in-law, father-in-law or mother-in-law – up to three (3) days;
- loss of aunt, uncle, cousin, niece or nephew – up to one day; and
- one day for extended travel for employees at the discretion of the Director.

Any other absences for family bereavement or exceptions to the above shall be at the discretion of the Director.

In the event of the death of a fellow employee, employees may be allowed time off to attend the funeral, at the discretion of the Director.

Employees who are on scheduled vacation when a death occurs in the family, should consult with their Supervisor/Manager/Director/Commissioner about rescheduling their vacation days and/or Bereavement Leave, as appropriate.

For calculation purposes, an employee who takes a paid leave of absence for bereavement, as provided for in this policy, will be deemed to have taken the equivalent in unpaid Emergency Leave days.

Responsibilities:

Employees are responsible to:

- Refer to their Human Resources Policies and Procedures Manual for current information on this and other HR policies.
- Notify their immediate Supervisor with appropriate details as soon as possible in the event that they will be late or absent from work for reasons of bereavement. The employee may be required to validate their absence as requested by their Supervisor.

Supervisors/Manager/Directors/Commissioners are responsible to:

- Record and have authorized, all employee absences (see Employee Attendance Record Form No. 11-04-01) on a bi-weekly basis, coinciding with each pay period, and submit same to Payroll.
- Use discretion to authorize the employee's absence from the workplace.
- Inform and support employee awareness of leave provisions and responsibilities as outlined in this policy.
- Ensure employees are aware of various support mechanisms such as Employee Assistance Program.

Human Resources is responsible to:

- Provide policy clarification and guidance to employees and managers/supervisors as required.
- Monitor attendance management.
- Ensure employees are aware of various support mechanisms such as Employee Assistance Program.

Cross-References

Harassment & Discrimination Free Workplace Policy #5-01

Leaves of Absence – Emergency Leave #11-07

Progressive Discipline Policy #4-01

Applicable Provincial and Federal Legislation such as Employment Standards Act, Ontario Human Rights Code