

<p>MUNICIPALITY OF THE DISTRICT OF Barrington PERSONNEL POLICY AND ADMINISTRATION MANUAL</p>	<p>REFERENCE NUMBER 4</p>
<p>SECTION: EMPLOYEE BENEFITS</p>	<p>SUBJECT: FAMILY CARE OR BEREAVEMENT</p>

1. APPLICATION

1.1. This policy applies to all employees of the Municipality.

2. POLICY STATEMENT

2.1. When death occurs to a member of the immediate family of an employee, ~~such the~~ employee shall be granted compassionate pay for a period not ~~to exceed~~ **exceeding** five (5) consecutive work days, prorated for part time employees. Members of the immediate family are the employee's spouse, mother, father, grandparent, brothers, sisters, sons, daughters, mother-in-law and father-in-law, and includes step-parents.

2.1.1 **For employees participating in a compressed work week, five (5) days converts to 35 hours for anyone working a 35 hour work week and 40 hours for anyone working a 40 hours work week.**

2.2. One day may be granted to attend the funeral of an extended family member, such as aunt/ uncle, cousin, etc., to be approved by the CAO.

2.3. Employees shall be granted **a** one-half (1/2) day **paid** leave of absence ~~without loss of wages~~ to attend a funeral as a pallbearer.

2.4. Illness in the family

a) Employees may be permitted up to five (5) **days**, prorated for part time employees, ~~days~~ paid leave of absence per annum in order to attend to family illness at the discretion of the ~~Employer~~ **CAO**, to be deducted from accumulated sick leave. **See above for time conversion for employees participating in a compressed work week.**

2.5. An employee may be entitled to **a** leave of absence without pay and benefits when he/she requests such leave for good and sufficient cause. Such request shall be in writing and ~~may~~ **shall** be approved by the Chief Administrative Officer.

2.6. Any employee who takes any leave of absence (including maternity) shall have all benefits prorated according to the portion of the year that they actually worked.

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider	January 11, 2021
Date of Passage of current Policy	January 25, 2021
I certify that this "Employee Benefits – Family Care or Bereavement" was adopted by Council as indicated above.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Chris Frotten, Chief Administrative Officer</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div>	

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1	Approved Policy of Council	CAO	Council	May 28, 2018
2	Added Section 2.3	CAO	Council	January 25, 2021