

<b>MUNICIPALITY OF THE DISTRICT OF Barrington PERSONNEL POLICY</b>	<b>POLICY NUMBER</b>
<b>SECTION EMPLOYEE BENEFITS</b>	<b>SUBJECT FAMILY CARE OR BEREAVEMENT</b>

## **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 Employee shall be granted compassionate pay for a period not to exceed 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.

**2.2.** 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 one-half (1/2) day 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), 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, to be deducted from accumulated sick leave.

**2.5.** An Employee may be entitled to 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 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.

<b>Chief Administrative Officer's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider	April 23, 2018
Date of Passage of current Policy	May 28, 2018
I certify that this "Employee Benefits – Family Care or Bereavement" was adopted by Council as indicated above.	
_____	_____
Chief Administrative Officer	Date

**VERSION LOG**

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1	Approved Policy of Council	CAO	Council	May 28, 2018