



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Bereavement Leave
Policy Number:	900-05

Authority:	
Council Resolution #	314/20

Bereavement Leave

After 13 weeks of employer with the RM, each full time employee is entitled to a maximum

- 5 days paid bereavement leave for the loss of an immediate family member or the immediate family member of a spouse subject to conditions listed in *The Employment Act*.
- Immediate family shall be defined as
 - a) Employee’s spouse, parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
 - b) The employee’s spouse’s parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
 - c) Spouse of a child; or
 - d) Step family
- 2 unpaid days may be used for extended family funerals
- Extended family shall mean aunt, uncle, cousin
- In extenuating circumstances, additional days may be taken without pay upon permission of the council.

Entitled bereavement leave days are to be pro-rated for part-time employees (based on average amount of hours in 1 work week) and seasonal employees are not entitled to leave during lay-off season.

Bereavement leave must be used taken within the period beginning one week before and ending one week after:

-the death of an immediate family member; or the

-the funeral relating to the death to which the leave is granted

Effective Date/Repeal

This policy will come into effect on January 1, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Bereavement Leave that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.