

## 12.11 Bereavement/Funeral Leave Policy

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### Intent

The Town of Mundare understands that employees should have time off work to attend funeral services, grieve in private and deal with family issues in the event of the 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 the Town of Mundare.

### Definitions

For the purposes of this Bereavement / Funeral Leave Policy, immediate family members consist of:

- Spouse
- Child
- Father-In-Law
- Sister-In-Law
- Grandparent
- Domestic Partner
- Brother
- Mother-In-Law
- Son-In-Law
- Grandparents-in-law
- Parent
- Sister
- Brother-In-Law
- Daughter-In-Law
- Grandchild

### Policy

#### Bereavement/Funeral Leave Benefits

- Only permanent, full-time employees are eligible for paid Bereavement / Funeral Leave benefits.
- A maximum of three working days per occurrence will be paid to an employee in the event of a death in the immediate family. Additional unpaid time off may be requested where extensive travel outside of the immediate area is required.
- Bereavement / Funeral Leave pay shall be equal to the regular hourly rate of the employee.
- Bereavement / Funeral Leave pay will not be considered hours worked for the purpose of calculating overtime.
- In the event that Bereavement / Funeral Leave pay is granted, the employee is expected to attend the funeral of the relative for which the Bereavement / Funeral Leave was requested.
- The Town of Mundare reserves the right to inquire as to the name, nature of the relationship with the deceased, and the name of the funeral home responsible for handling the arrangements. Proof of relationship may be required.
- Bereavement / Funeral Leave pay or unpaid time off will not be granted in the event that the Town does not receive reasonable advance notice of the required absence, and the intended return to work date of the employee.

Funeral Leave without Pay:

- If an employee does not qualify for Bereavement / Funeral Leave benefits, approved time off may still be awarded without pay.

Procedure

Employees are expected to notify their immediate supervisor and request Bereavement / Funeral Leave time off as soon as possible when a death occurs in their family.

Use of Bereavement / Funeral Leave time for any purposes other than the reasons listed above is inappropriate and non-compensable.