

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.1.2
Section Hours of Work and Leave	Subject Bereavement Leave	

1. APPLICATION

This policy applies to all employees of the Municipality of the County of Annapolis.

2. AUTHORITY

Sections 65, *Municipal Government Act*, as amended.
Section 60A, *Labour Standards Code*, as amended.

3. PURPOSE

The purpose of this policy is to recognize and provide for paid and unpaid leave for employees in the event of the death of a family member.

4. INTERPRETATION

For the purpose of this policy, the following definitions apply:

- 4.1 ***Immediate Family*** – The employee’s spouse or partner, mother, father, brother, sister, child; and the mother, father, brother, sister or child of the employee’s spouse or partner.
- 4.2 ***Equivalent Status*** - A relationship that the employee or employee’s spouse or partner has had with a person that is equivalent to a family member as stated in Section 4.1.
- 4.3 ***Other Family*** – The employee’s grandparent, grandchild, aunt, uncle, niece, nephew, step-parent, brother-in-law or sister-in-law; and the grandparent, grandchild, aunt, uncle, niece, nephew, step-parent, brother-in-law or sister-in-law of the employee’s spouse or partner.
- 4.4 ***Extended Family*** – Other relatives of the employee or employee’s spouse/partner not stated in Sections 4.1 and 4.2.

5. BEREAVEMENT LEAVE

- 5.1 ***Immediate Family or Equivalent Status*** – Paid leave of up to five(5) consecutive working days may be granted to an employee upon the death of an immediate family member or a relationship of equivalent status.

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5.2 *Other Family Members* – Paid leave of up to three(3) consecutive working days may be granted to an employee upon the death of other family members.

5.3 *Extended Family Members* – Paid leave of up to one(1) working day shall be granted to an employee upon the death of extended family members.

6. DISCRETIONARY LEAVE

6.1 *Discretionary Purposes* – The Chief Administrative Officer may authorize an additional two(2) days paid leave to address additional circumstances (such as attending funerals out of Province).

6.2 *Unpaid Leave* – In addition to paid leave pursuant to this policy, an employee may receive unpaid leave upon the recommendation of the manager or designate and approval of the Chief Administrative Officer.

7. AUTHORITY AND RESPONSIBILITIES

7.1 The Chief Administrative Officer is responsible for overall implementation of policy and making decisions regarding discretionary leave.

7.2 Managers and Directors are responsible for ensuring that employees receive a copy of this policy and an explanation of the contents is provided to Supervisors and employees. Managers and Directors are also responsible for making recommendations regarding unpaid leave.

7.3 Supervisors shall apply this policy in a fair and equitable manner.