



LAC LA BICHE COUNTY PROCEDURE

TITLE: Bereavement/Funeral Leave Standard Operating Procedure PROCEDURE NO: CS-03-016-07

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 Definitions

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

- Spouse
- Domestic Partner
- Parent
- Child
- Brother
- Sister
- Father-In-Law
- Mother-In-Law

For the purposes of the Bereavement / Funeral Leave SOP, extended family members consist of:

- Brother-In-Law
- Sister-In-Law
- Son-In-Law
- Daughter-In-Law

2.0 General Guidelines

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. Bereavement / Funeral Leave time is granted such that an employee may have time to attend a funeral, grieve, and deal with family issues in the event of a death in the immediate or extended family as defined above.

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

2.1 Funeral Leave Benefits

Funeral leave benefits may be granted to permanent employees by their supervisor.

A maximum of three (3) working days of paid time off per occurrence can be paid to an employee in the event of a death of an immediate family member. A maximum of one (1) working day of paid time off per occurrence can be paid to an employee in the event of a death of an extended family member. Additional unpaid time may be requested, using the “Two-Up” approval procedure, where extensive travel outside the Lac La Biche area is required to attend the funeral.

For a funeral of a person who is not an immediate or extended family member, the employee may be approved to take one special leave day with pay using the “Two-Up” approval process.

With the approval of his or her supervisor, an employee may use up to four (4) hours of paid leave to attend the funeral of a co-worker. “Co-worker” is defined as a person who was an active employee of Lac La Biche County at the time of his or her death.

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 purposes 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 County reserves the right to inquire as to the name, and 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 will not be granted in the event that the County does not receive reasonable advance-notice of the required absence, and the intended return to work date of the employee.

2.2 Funeral Leave without Pay

If an employee does not qualify for Bereavement / Funeral Leave benefits, approved time off may still be awarded without pay. Employees can also use accrued overtime or vacation entitlements in these situations.

Time off without pay may be granted to attend a funeral in the event of the death of a close friend or distant family member.

Days required off for Bereavement / Funeral Leave without pay shall be counted as an absence without pay.

3.0 Legal Compliance

Lac La Biche County shall comply with the Alberta Employment Standards Code with respect to Bereavement Leave.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date