

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 non-unionized employees of the Municipality of the County of Annapolis.

2. AUTHORITY

Section 48, *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, parent, step-parent, brother, sister, grandchild, child (including those acquired through legal adoption); and the parent, step-parent, brother, sister, grandchild or child of the employee’s spouse or partner; or any other person who at the time of their death resided with the employee.

4.2 **Other Family** – The employee’s grandparent, aunt, uncle, niece, nephew, and the grandparent, aunt, uncle, niece, nephew, of the employee’s spouse or partner.

4.3 **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**– Paid leave of up to five (5) consecutive working days may be granted to an employee upon the death of an immediate family member.

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** – At the discretion of the Chief Administrative Officer, 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 Director or Manager and approval of the Chief Administrative Officer.

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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.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	<i>December 12, 2017</i>
<i>Council Approval</i>	<i>December 19, 2017</i>
 <u>Carolyn Young</u>	 <u>December 19, 2017</u>
Municipal Clerk	Date
At <u>Annapolis Royal</u> Nova Scotia	

Effective Jan. 16, 2007

Amended Dec. 19, 2017

In Section 1 added “*non-unionized*”

In Section 2 replaced “*Sections 65*” with “*Section 48*”

In Subsection 4.1 ***Immediate Family***:

Replaced “*mother, father*” with “*parent*”

After child added “*(including those acquired through legal adoption)*”

Added “*step-parent,*” “*grandchild,*” and “*or any other person who at the time of their death resided with the employee*”

Deleted Sub-section 4.2 *Equivalent Status* (and re-numbered subsequent sub-sections accordingly)

In Sub-section 4.2 ***Other Family***:

Deleted “*grandchild,*” “*step-parent,*” “*brother-in-law or sister-in-law;*” “*grandchild,*” and “*step-parent, brother-in-law or sister-in-law*”

In Sub-section 5.1 deleted “*or Equivalent Status*” and “*or a relationship of equivalent status*”

In Sub-section 5.3 added “*At the discretion of the Chief Administrative Officer*”

In Sub-section 6.2 replaced “*manager or designate*” with “*Director or Manager*”