

Bereavement Leave

Original Implementation Date: April 1, 1996 Approved by:
Date of Last Revision: May 26, 2021 Approved by: Jacques Dubé, CAO
Effective Date of Last Revision: August 19, 2021 Approved by: Jacques Dubé, CAO

1 – Policy Name

Bereavement Leave

2 – Purpose

The Municipality recognizes that all employees may experience the loss of family members and friends; and need time to mourn, attend to related affairs, attend the funeral or other similar event, support family members, etc. A leave from work responsibilities can support the employee through such difficult times. As such, the Municipality provides approved paid and unpaid bereavement leave. The intent is to provide job protection so employees can take time off from their job for the leave.

3 – Objectives

The objectives of this Policy are:

- To provide employees with a leave from work responsibilities following the death of a family member, etc.
- To foster a workplace which supports employee wellbeing and psychological health.
- To encourage work-life balance.
- To provide workplace flexibility.
- To meet legislated requirements under the *Nova Scotia Labour Standards Code*.
- To treat employees in a fair and equitable manner.

4 – Scope

This Policy applies to all permanent, non-union Halifax Regional Municipality employees. For the terms and conditions of employment for temporary non-union employees, refer to the policy Temporary Non-union Employees.

5 – Definitions

In the context of this document:

Child means all child-parent relationships, including birth child, step-child, adopted child, foster child and ward.

Extended family means the employee's aunt, uncle, sister-in-law, brother-in-law, grandparent-in-law, niece, nephew, son-in-law, or daughter-in-law.

Grandchild means the child of an employee's child. See the definition of Child above.

Grandparent means the parent of an employee's parent including all child-parent relationships as defined under the definition of Child above.

Immediate family means the employee's spouse, parent, sibling, child, grandparents, grandchild, or parent-in-law.

Parent means all parent-child relationships including birth parent, step-parent, adoptive parent, foster parent, or guardian.

Sibling means all sibling relationships including birth sibling, step-sibling, sibling by adoption, foster sibling, or any other person who has a common parent with the employee.

Spouse means married, common-law spouse, same sex spouse or registered domestic partner.

6 – Roles and Responsibilities

Executive Directors

Executive Directors are responsible for:

- Ensuring proper administration of this Policy and delegating approval authority to directors/managers/supervisors as appropriate.

Directors/Managers/Supervisors

Directors/Managers/Supervisors with delegated authority from the Executive Director are responsible for:

- Considering leave requests in accordance with the requirements of the Policy.
- Assessing operational requirements, in light of all leave requests.
- Approving/denying leave requests.
- Supporting the employee in addressing situations that require leave while balancing operational requirements.
- Administering the Policy in a fair and equitable manner.
- Adhering to legislated requirements and ensuring leaves are accurately recorded.

Employees

Employees are responsible for:

- Submitting leave requests to their immediate director/manager/supervisor, with as much advance notice as possible.

- Accurately reporting all leaves on a bi-weekly basis. It is understood that in certain circumstances (e.g., sudden death of a family member, etc.) advance notice may not be possible.

Human Resources

Human Resources is responsible for:

- Providing support to business units and employees regarding the fair and equitable administration of this Policy and any relevant legislation.

7 – Policy Regulations

- A. On the death of a member of the employee's immediate family, or in the case of a pregnancy loss where the employee is not eligible for Pregnancy Leave, the employee will be granted bereavement leave with pay for a maximum of five working days.
- B. On the death of a member of the employee's extended family, the employee will be granted bereavement leave with pay for a maximum of three working days.
- C. The above days may be taken consecutively or not; and where a funeral, celebration of life or similar event is held at a later time, the employee may choose to delay some or all of their leave so as to be able to attend.
- D. On the death of any other relative not listed here or a person who resides with the employee, the employee will be granted bereavement leave with pay for a maximum of one working day.
- E. The Employer may grant the employee permission to use vacation, time in lieu, personal days, other accumulated leave, or unpaid leave in the event of the death of a friend, like-relative, etc.
- F. The Employer may grant employees permission to attend the funeral or similar event of a co-worker, retiree or the immediate family member of a co-worker. If the event or any portion of the event occurs during the normal workday, employees attending the event will not suffer a loss of pay.
- G. More time, paid or unpaid, than that provided for in this Policy may be granted at the discretion of the Employer if the circumstances warrant.

8 – Repeal

NA

9 – Effective Date

August 19, 2021

10 – Related Policies and Practices

Internal:

Compassionate Care Leave

Vacation

Overtime

Personal Days Leave

Leave of Absence

Temporary Non-union Employees

External:

Nova Scotia Labour Standards Code

11 – Policy Review

Review every year.

12 – Contact

MyHR@halifax.ca or 902-490-6145.

13 – Attachments

NA