

Section/Number: Leave Management–007	Approval Date: (DD/MM/YY)
Subject: Bereavement Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Bereavement Leave to allow an employee to attend a family member’s funeral or memorial service.</p>	
<p>Definitions</p> <p>Immediate family is defined as an employee’s father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, common law spouse, grandchild, sister-in-law, brother-in-law, stepchild, foster child and all relatives permanently residing with the employee.</p> <p>Spouse means a person, regardless of gender, who is married to an employee, who has lived together in a conjugal relationship with that person outside of marriage if the employee represents that person as his or her spouse.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. An employee is entitled to Bereavement Leave, without pay, to attend the funeral of, or a memorial service for, a family member. <ol style="list-style-type: none"> 1.1. An employee may also use Special Leave if he/she has Special Leave Credits available. 2. Bereavement Leave, without pay, may be provided to employees to attend the funeral of, or a memorial service for, a non-family member with the approval of the Senior Administrative Officer. 3. The period of Bereavement Leave to which an employee is entitled is: <ol style="list-style-type: none"> 3.1. three days, if the funeral or memorial service will take place in the community in which the employee resides or 3.2. seven days, if the funeral or memorial service will take place outside the community in which the employee resides. 4. The Bereavement Leave may be split if the burial takes place at a date later than the date of the memorial and/or funeral service. 5. The employee will apply for Bereavement Leave using an Application for Leave Form. 6. The approved Application for Leave Form will be placed on the employee’s Personnel file. 	

Logo

Community Government Name

Attachments

Sample Leave Form

References

Employment Standards Act

<http://www.justice.gov.nt.ca/Legislation/SearchResults.asp?Option=Title&DBTable=LegReg&Parameter=E&Page=7>

Sample Leave Form

Leave of Absence Request Form

Employee Name: _____

Date: _____

Type of Leave Requested: _____

Start Date/Time of Leave: _____

Return to Work Date/Time: _____

Verification of Leave Credits: _____

Employee Signature: _____

Supervisor Signature: _____

Senior Administrative Officer Approval: _____

(If leave is denied, Senior Administrative Officer will advise in writing.)