

**Title: Human Resources Management
Policy – Compassionate Leave**

Policy No: 1983-01

Approval: Town Council

Effective Date: February 8, 2006

Supersedes Policy No: none



Policy Statement: The Town of Hardisty believes that it is necessary and advantageous to be able to grant leave to its employees when members of their family have fallen gravely ill or have died.

Purpose: To establish how and when compassionate leave is granted to employees.

Principles:

1) FAMILY ILLNESS

- a) All permanent employees shall be granted a maximum of five days with pay, upon the approval of the CAO, to attend to their immediate family when they have fallen gravely ill.
- b) All permanent employees shall be granted three days travel time, upon the approval of the CAO, where long distances or travel to isolated areas are required, to attend to their immediate family when they have fallen gravely ill.

2) BEREAVEMENT

- a) All permanent employees shall be granted a maximum of four days with pay, upon the approval of the CAO, upon the death of the employee's spouse (including common-law), or any of the following relations of an employee or spouse: parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the husband or wife of any of them.
- b) All permanent employees shall be granted three days travel time, upon the approval of the CAO, where long distances or travel to isolated areas are required, upon the death of someone previously listed in 2.a.
- c) All permanent employees may be granted time off without pay, upon the approval of the CAO to attend the funeral of anyone other than those provided in 2(a) above.

3) GENERAL

- a) Compassionate leave may be granted more than once within a calendar year, upon the approval of the CAO, provided that the total time taken for compassionate leave including family illness, travel time and bereavement does not exceed ten days.

- b) Additional bereavement leave may be granted to an employee by the Chief Administrative Officer, when ten days compassionate leave has already been utilized within a calendar year, or the employee may be entitled to the benefits of unemployment insurance, sick leave or short-term disability.

Definitions:

- 1) Immediate family means spouse, son, daughter, step-son, step-daughter, mother, father, step-mother or step-father, mother-in-law, father-in-law.