

<p><b><i>COUNTY OF WETASKIWIN NO. 10</i></b></p> <p><b>Municipal Policy Manual</b></p>	<p>FUNCTION:</p> <p><b>1000 GENERAL GOVERNMENT SERVICES</b></p>
	<p>SECTION:</p> <p><b>1400 PAYROLL AND BENEFITS</b></p>

***BEREAVEMENT POLICY #1405***

POLICY STATEMENT

An employee shall be granted leave as necessary, up to a maximum of three (3) regularly scheduled consecutive work days, without loss of pay at his regular rate of pay for the purpose of making arrangements for, or attending, a funeral when death occurs in an employee's immediate family, that is, current spouse, common law spouse, parent, mother-in-law, father-in-law, grandparent, grandchild, child, brother, sister, brother-in-law, sister-in-law and any relative who has been residing in the employee's household. Where the burial occurs outside the province, such leave may also include necessary traveling time, not to exceed two (2) calendar days.

PROCEDURES

1. Employees will inform their department or immediate supervisor.
2. Employees will complete a leave slip upon return indicating the reason for leave.

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Oct. 5, 2004, Ref. Page 2004/204 C	September 5, 2000	2000/221 C	1 of 1