

ADMINISTRATIVE POLICY:

Bereavement Leave

Policy number:	HR- xxxx
Responsibility:	Chief Human Resources Officer
Approved by:	Administrative Leadership Team (ALT)
Effective Date:	November 1, 2019
Next Revision Due:	January, 2022
Department/BU:	Human Resources (Labour Relations Division)

The City of Saskatoon provides exempt employees with up to four days paid leave of absence upon the death of an immediate family member of the employee.

Definition of Immediate Family

Immediate family is defined as current spouse, (including common-law or same gender spouse), parent, step-parent, brother or step-brother, sister or step-sister, child, step-child, foster child, grandparent, or related dependent living in the household of the employee.

Length of Leave

Where the supervisor is satisfied with the request for bereavement leave, the employee will be paid for their normal working days during the leave period granted.

Attending a Funeral Service

Leave of absence with pay to attend funeral services only of persons related more distantly than those listed above may be granted at the discretion of the supervisor.

Additional Time

In addition to the above-specified days, additional leave without pay may be granted upon request, subject to operational requirements.

Interruption of Vacation

An exempt employee, who is absent from work on vacation at the time the death of a relative (as defined above) occurs, shall not be disentitled to bereavement leave if they are required to interrupt their vacation to attend the funeral or assume responsibilities arising from the death. That portion of their vacation, which qualifies as bereavement leave, will be rescheduled at the employee's request to a mutually convenient time.

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