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**Procedure Title:** Compassionate Leave  
**Policy:** 1900-16  
**Adopted:** June 26, 2012  
**Amended:**

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## **POLICY STATEMENT:**

The Village of Mannville 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.

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

## **GUIDELINES AND PROCEDURES:**

### **Family Illness**

All permanent employees shall be granted a maximum of five days with pay, upon approval of the CAO, to attend to their immediate family when they have fallen gravely ill.

All permanent employee shall be granted two days' travel time, without pay, upon the approval of the CAO, to travel where distances or travel to isolated areas are required, to attend to their immediate family when they have fallen gravely ill.

### **Bereavement**

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 relatives 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.

All permanent employees shall be granted two day's travel time, without pay, upon the approval of the CAO, to travel where distances or travel to isolated areas are required, upon the death of same previously listed above.

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 above.

### **General**

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

When the nine days' compassionate leave has already been utilized in a calendar year, the employee may be entitled to the benefits of employment insurance, sick leave or short-term disability.