



## POLICY

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<b>Leave of Absence</b>	
<b>Policy Number</b> 130-015	<b>Supersedes Policy Number</b> 6-60
<b>Effective Date</b> 2008-10-20	<b>Approved by Council (Meeting Date)</b> 2008-10-20

### 1.0 Purpose

The Town of Wolfville recognizes that an employee may, at certain times, require a leave of absence from work and will attempt to cooperate with employees, where possible, in granting such requests for leaves. An employee's job performance, the impact on municipal operations, and the employee's length of service are factors that will be considered when a request for leave is made.

### 2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville. For bargaining unit employees, Leave of Absence provisions of the Collective Agreement will apply if they are more liberal than those outlined herein. Temporary and casual employees are not eligible for leaves of absence.

### 3.0 References

- 3.1 Leave of Absence SOP 130-812

### 4.0 Definitions

- 4.1 **Bereavement Leave** is paid leave that an employee is entitled to because of the death of a family or household member as defined in this Policy.

### 5.0 Policy

#### 5.1 Specific Objectives

The objectives of this Policy are to:

- a) Familiarize employees with the various types of leaves of absences that are available for the Town of Wolfville Employees.



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### 5.2 Types of Leave

#### 5.2.1 Bereavement Leave

- a) For a death in the employee's immediate family (spouse, common law partner, same-sex partner, parent, legal guardian, child, and sibling including step relations) the employee shall be granted five (5) consecutive working days leave with pay. Where the burial is outside the province, additional time shall be granted for travel up to a maximum of three (3) days.
- b) For the death of an employee's father-in-law, mother-in-law, son-in-law, daughter-in-law, grandson or granddaughter, the employee shall be granted five (5) consecutive working days leave with pay.
- c) For the death of an employee's relative not in his immediate family (grandfather, grandmother, brother-in-law, sister-in-law, aunt and uncle), the employee shall receive two (2) days leave with pay.
- d) Four hours leave (without loss of pay) will be granted to employees to attend funerals of other relatives.
- e) At the discretion of the Chief Administrative Officer, the Town Office may be closed for employees to attend the funeral of a former or fellow employee, or current councillor.
- f) Employees shall be granted one-half ( $\frac{1}{2}$ ) day leave of absence without loss of wages to attend a funeral as a pallbearer.
- g) Employees may, at the discretion of the Director of Human Resources & Administration, use sick leave benefits beyond the above noted bereavement leave, should the individual circumstance warrant and sick leave credits are available.

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CAO

2015-12-15

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Date