

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION EMPLOYEE BENEFITS	SUBJECT COMPASSIONATE LEAVE

1. APPLICATION

- 1.1.** This policy applies to all full time, salaried, non-hourly paid, permanent employees of the Municipality.

2. PURPOSE

- 2.1.** The purpose of this policy is to provide a paid leave of absence for employees for a period of time immediately following the death of a family member or close relative and grant a leave of absence for a serious illness in the family.

3. POLICY STATEMENT

- 3.1.** Upon the death of a spouse, partner, child, dependent, parent, brother or sister, mother-in-law, father-in-law and step-parents, employees shall be granted compassionate leave with no loss of regular earnings for a period of up to five (5) consecutive work days commencing with the day after the date of the death.
- 3.2.** Upon the death of a close relative not included in 3.1, an employee shall be granted compassionate leave with no loss of regular earnings for a period of up three (3) consecutive working days commencing with the day after the date of the death. "Close" shall be understood to be a relative with whom the employee has a "close" emotional bond.
- 3.3.** In the event that circumstances exist which are not provided for in 3.1 and 3.2 above, the CAO shall have authority to grant a different level of compassionate leave to an employee, if in the CAO's view, such action is considered warranted
- 3.4.** Illness in the family
- a)** Employees may be permitted up to ten (10) days paid leave of absence per annum in order to attend to serious family illness at the discretion of the Employer, to be deducted from accumulated sick leave
- 3.5.** An Employee may be entitled to leave of absence without pay and benefits when he/she requests such leave for good and sufficient cause. Such request shall be in writing and approved by the Employer.
- 3.6.** Any Employee who takes any leave of absence (including maternity) shall have all benefits prorated according to the portion of the year that they actually worked.

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Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]: February 13, 2020

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

Warden

Date

Chief Administrative Officer

Date