

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Leave of Absence – Bereavement	SECTION: L POLICY: 1
DATE: September 2004 REVISION DATES: January 2006, November 2012, June 2018	Administrator's Signature: _____	

LEAVE OF ABSENCE – BEREAVEMENT

POLICY:

Leamington Mennonite Home employees are granted a paid leave of absence in the event of death in the family.

PROCEDURE:

- Employees are granted five days leave in the event of a death of an employee's spouse, common-law spouse, child, stepchild, father, mother, father-in-law, and mother-in-law.
- Employees are granted three days leave in the event of a death of the employee's brother, sister, grandparents, grandchild, stepfather, stepmother, stepbrother, stepsister, step-grandparents, and step-grandchild.
- Employees are granted two days leave in the event of a death of an employee's son-in-law, daughter-in-law, sister-in-law, brother-in-law, or the grandparents of a spouse.
- This leave with pay may be taken on the employee's scheduled working days which occur within seven days of the date of death or within fourteen days of the death for death of employee's parents, child, or stepchild.
- Employees are granted one day's leave in the event of the death of an employee's aunt or uncle, providing the employee is scheduled to work the day of the funeral and attends the funeral.
- An extension of bereavement leave may be granted without pay in extenuating circumstance with the approval of the Administrator.