

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Compassionate Leave	<i>POLICY NUMBER:</i> 1.6.50	<i>EFFECTIVE DATE:</i> November 6, 1986
<i>ORIGIN:</i> City Manager	<i>ADOPTED BY COUNCIL ON:</i> Internal Policy	<i>DATE:</i>

Per CUPE Agreement, Section 22.3.1:

1. All requests for compassionate leave must be authorized by the appropriate Department Head.
2. An employee shall be granted a maximum of five (5) days leave without loss of salary or wages in the case of a death of a parent, spouse, brother, sister or child, or any second degree relative who has been residing in the same household.
3. When a death occurs to a relative of an employee who is not a member of their immediate family (specifically grandparents, niece, nephew, parents-in-law, grandparents-in-law, sister-in-law, brother-in-law), three (3) days leave with pay shall be granted to attend the funeral service within the province. Where funeral services are held out of province, the employee shall be granted four (4) days off with pay to attend the service.
4. On the death of any other relative, former and fellow employees and close friends, employees may, on request, be granted time off without pay to attend the funeral.
5. When an employee is required to attend a funeral as a pallbearer, one-half (1/2) day with pay will be granted, or alternatively, one (1) day may be granted without loss of salary or wages provided the employee has the prior approval of his/her superior.
6. Any additional compassionate leave off shall be without pay. Such request for additional leave must be formally applied for and approved in advance of the leave.