

- (a) In the case of a death of an employee's immediate family, a leave of absence of up to three (3) consecutive calendar days will be granted and shall include the day of the funeral and/or memorial service. One (1) of said calendar days may be granted, as an exception, upon receipt of a written request delivered to the Department Head when the memorial service is scheduled at a later date. In all cases, the Human Resources Department shall be notified of the leave of absence.
- (b) Scheduled work days and hours, which fall within the period granted under (a), will be paid at the employee's regular rate.
- (c) "Immediate Family" is defined as:
spouse, common-law spouse, child, common-law spouse's child, mother, step-mother, father, step-father, brother, sister, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, common-law spouse's mother, father-in-law, common-law spouse's father, grandparent, spouses grandparents, aunt, uncle, spouses aunt, spouse's uncle.
- (d) An employee will be granted up to one (1) day bereavement leave with pay for the purpose of attending the funeral/or memorial service of great grandparents, great grandparents-in-law, niece or nephew.