

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 13, 2012	Revised date: December 12, 2018
	Policy No. 300-7 Leaves of Absence With and Without Pay	

Town of Lampman

**Policy No. 300-7 Leaves of
Absence With and Without Pay**

December 12, 2018

1. Leaves of Absence with Pay

1.1. Family Illness Leave

- a. A leave of absence will be granted for the employee to attend to the serious illness of an immediate family member as follows:
- b. Up to three (3), working days paid leave (deducted from an employee's sick time, if available)..
- c. In accordance with the applicable employment/labour standards, employees may be granted additional unpaid days.
- d. Employees must inform their immediate supervisor (in writing) when such leave is required.

1.2. Bereavement Leave

- a. A leave of absence will be granted for bereavement as follows:
- b. Up to three (3) working days paid leave for immediate family (see definition below), to be approved by the Administrator.
- c. In accordance with the applicable employment/labour standards, employees may be granted additional unpaid days.
- d. Up to 2 days (unpaid) to attend funerals for non-immediate family members. This time is non-accumulative.
- e. Employees must inform their immediate supervisor (in writing) when such leave is required.
- f.

Definitions

For the purposes of this Policy, immediate family shall be defined as:

Father	Child	Son-in-law	Spouse
Mother	Parent-in-law	Grandparent	Daughter-in-law
Brother	Brother-in-law	Grandchild	Fiancé
Sister	Sister-in-law	Common law relationships shall be recognized.	

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2. Leaves of Absence without Pay

- 2.1. Job-protected leaves are unpaid leaves of absence set out in the Saskatchewan Employment Standards legislation.
- 2.2. Other unpaid leaves will be granted in accordance with employment/labour standards. These leaves include maternity leave, parental leave, reservist leave, compassionate care leave, bereavement leave (in addition to the paid days), domestic violence leave, citizenship ceremony leave, critical illness leave, long-term illness and injury leave, personal and family responsibility leave, death or disappearance of a child leave. All employees are encouraged to review the Saskatchewan provincial legislation regarding leaves of absence without pay.
- 2.3. Approval of non-legislated leaves of absence will be at Council's discretion. Employees will be required to use up any accrued but unused vacation time prior to starting a non-legislated unpaid leave.
- 2.4. Some leaves of absence require that the employee pay the full cost of their benefits during the leave if they choose to continue coverage. Employees will be notified of the status of their benefits prior to beginning their leave.
- 2.5. Employees must inform their supervisor (the Administrator or Foreman) (in writing) when such leave is required.

Document Revision History:

Document Title	Revision Date	Approved By
Policy No 300-7 Bereavement Leave with Pay	December 13, 2012	Council
Policy No 300-7 Leaves of Absence With and Without Pay	November 7, 2018	Council