

BEREAVEMENT LEAVE

Applicability: This policy applies to all non-union employees of Oak Hill.

A non-exempt, non-union employee shall be paid at regular pay for up to four working days' absence in the event of death of such employee's parent or parent-in-law, spouse or domestic partner, child, sibling or sibling-in-law and shall be paid for two working days absence in the event of death of the employee's grandchild or grandparent and one working day absence in the event of death of such employee's aunt or uncle. Such days must be taken consecutively, may not be split or postponed and shall usually end on the day of the funeral or nearest working day to the funeral.

An exempt employee shall arrange bereavement leave with his/her immediate supervisor in consultation with the appropriate Oak Hill department head.

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