

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resource
Policy/Procedure**

Bereavement Leave

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: February 26, 2015 (R)

DISTRIBUTION: Employees

Policy:

In the event of a death within the immediate family, Atikokan Literacy Incorporated grants bereavement leave with pay for up to 3 days, if requested. The immediate family is interpreted to mean: spouse, significant other, son, daughter, brother, sister, father, mother, mother-in-law, father-in-law, grandparent, grandchild or guardian; and any relative of the employee who resides permanently with the employee or with whom the employee permanently resides.

Procedure:

1. This leave will be paid at the employee's regular hourly rate, for the usual number of hours worked on those days and must be approved by the Executive Director.
2. Unpaid bereavement leave will be granted at the Executive Director's discretion.