



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to establish standards regarding bereavement leave.

POLICY STATEMENT:

- 1) **At the discretion of the employee's immediate supervisor**, temporary leave necessitated by the death of a spouse, child or step-child, sibling, parent, parents of spouse, grandparent or grandchild shall be granted with full salary for a time of up to five (5) working days.
- 2) **At the discretion of the employee's immediate supervisor**, temporary leave necessitated by the death of a brother or sister-in-law, son or daughter-in-law, or grandparent of spouse, shall be granted with full salary for a time up to three (3) working days.
- 3) **At the discretion of the employee's immediate supervisor**, temporary leave necessitated by the death of an aunt or uncle, aunt or uncle-in-law, nephew, or niece shall be granted with full salary for a time of up to one (1) working day.
- 4) The Chief Administrative Officer may approve up to two (2) additional days of paid bereavement leave for extenuating circumstances. Employees wishing to be considered for additional days must request in writing to the Chief Administrative Officer outlining their circumstance.
- 5) Any leave other than the above will be taken on a per hour basis using holiday, banked time or leave without pay as approved by the Chief Administrative Officer.