

## BEREAVEMENT (COMPASSIONATE) LEAVE POLICY

### 1. POLICY STATEMENT

This policy is to inform all employees of their rights and responsibilities when taking bereavement (compassionate) leave and to establish consistent standards across all Departments of Council.

### 2. DEFINITIONS

GM General Manager  
 Council Wentworth Shire Council  
 Award Notional Agreement Preserving the Local Government (State) Award 2004

### 3. POLICY (Description)

#### 3.1 Entitlements

An employee shall be granted two days leave per occasion with pay when absent from duty due to a death of a person defined in Clause 19 part I subclause (i)(a-e) of the Award. Persons in respect of whom bereavement leave may be claimed shall include:

- (a) a spouse of the employee; or
- (b) a de facto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; or
- (c) a child or an adult child (including an adopted child, a step child, foster child or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee; or
- (d) a same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or
- (e) a relative of the employee who is a member of the same household, where for the purposes of this paragraph:
  - (1) 'relative' means a person related by blood, marriage or affinity;
  - (2) 'affinity' means a relationship that one spouse because of marriage has to blood relatives of the other; and

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Attachments:	Nil				

- (3) 'household' means a family group living in the same domestic dwelling.

### 3.2 Entitlements for Casual Employees

Casual employees will also be entitled to not be available for work upon the death of a person as outlined in Clause 19 part I subclause (i)(a-e) of the Award.

Council and the employee will agree on the period of absence being entitled to two days per occasion. The casual employee will not be entitled to any payment during their absence.

### 3.3 Taking Bereavement (Compassionate) Leave

When taking bereavement leave, Council requires satisfactory evidence to accompany the application for leave on all occasions the employee makes such application.

A leave form must be submitted regarding any bereavement leave that has been taken, detailing the relationship of the employee with the deceased.

### 3.4 Attendance at Funerals

If the relationship of the deceased is not one set out in Clause 19 part I subclause (i)(a-e) of the Award staff are required to take leave from annual leave, rostered day off or time in lieu entitlements if the funeral is during working hours. This leave must be approved and a leave form completed and given to payroll.

## 4. ASSOCIATED LEGISLATIONS

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Notional Agreement Preserving the Local Government (State) Award 2004

This policy can be varied by the General Manager if exceptional circumstances prevail.

## 5. ASSOCIATED COUNCIL DOCUMENTS

- Leave Form

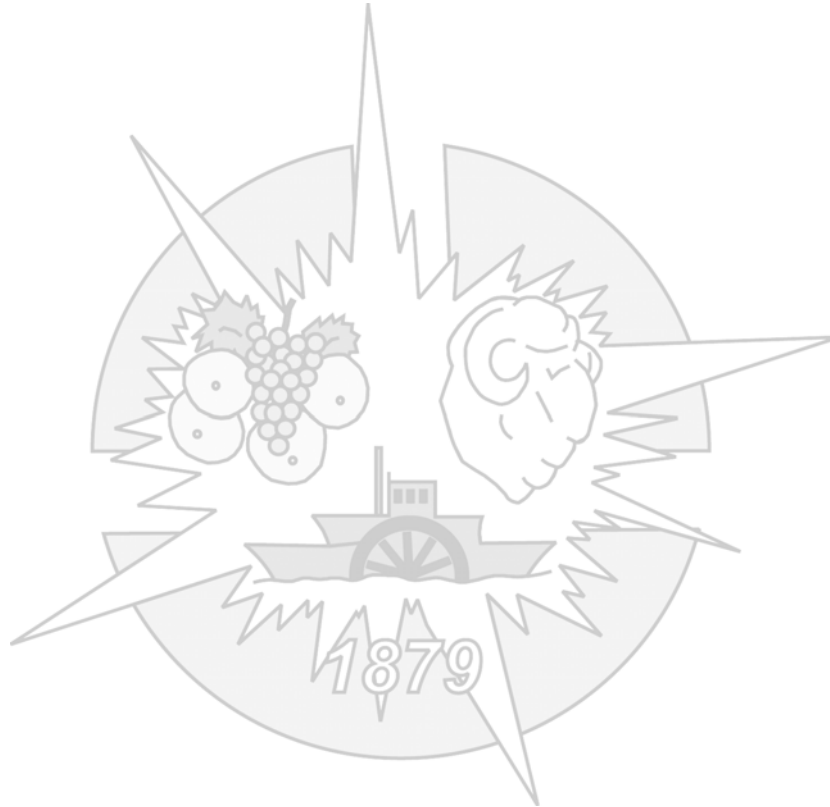
## 6. POLICY REVIEW

This policy may be amended at any time and must be reviewed at least twelve months since its adoption (or latest amendment).

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**AUTHORISATION:**

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Position:      General Manager  
Date:            ...../...../.....



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