

POLICY MANUAL

SECTION: Human Resources
SUBJECT: Bereavement Leave
APPROVED BY: Director, Human Resources



INDEX: HR -B-30
Effective Date: December 2017
Replaces Date:

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Scope

This policy is applicable to all employees of Horizon Plastics.

Coverage

For the purposes of attending or arranging a funeral, the following paid leave is available to Employees.

- (i) Up to 5 days for spouse, parents, siblings, children and step children
- (ii) Up to 3 days for grandparents, grandchild, parents-in-law, siblings-in-law,

Procedure

In order to qualify for paid Bereavement leave, the employee must

- a) Have completed their probationary period
- b) Provide satisfactory proof of death (upon request)

Please note that any bereavement leave taken will be deducted from your Emergency Leave (EL) as per the Employment Standards Act of Ontario. Where applicable, other legislated leaves may be combined with bereavement.