

SAMPLE: Bereavement Leave Policy

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

SOLS wishes to assist bereaved staff with a paid leave of absence. Time from one to five days may be granted based on the deceased's relationship to the staff member. If the funeral is more than 500 kilometres from the staff member's home, two additional days are granted. Staff are to make their requests through your supervisors and division director to the Director of Operations