

Leslie King

From: Leslie King
Sent: October 27, 2023 9:02 AM
To: Lenny Carpenter
Subject: RE: attending/pallbearer at a funeral today

Hi Lenny,

Thank you. I didn't even know that was in the HR policy manual. It's good to know it's in there. And thank you for the follow-up email regarding your condolences.

Later on today, I will submit bereavement leave for 5 hours. I still have a couple things I want to do before the weekend.

We got our first big-ish snow last night, and it's still snowing and I don't have my winter tires on. Should be an interesting day of driving.

Leslie

From: Lenny Carpenter <lcarpenter@nanlegal.on.ca>
Sent: October 27, 2023 8:38 AM
To: Leslie King <lking@nanlegal.on.ca>
Subject: RE: attending/pallbearer at a funeral today

Hi Leslie, you can put it as bereavement.

In the HR policy manual, under bereavement, it states, "Close Family Member: A manager may approve up to one (1) day of paid bereavement leave to attend the funeral of a close non-family member. Managers will review for approval on a case-by-case basis." That looks to apply in your situation here, and if you need the whole day, let me know.

Thanks,
Lenny

From: Leslie King <lking@nanlegal.on.ca>
Sent: Friday, October 27, 2023 9:27 AM
To: Lenny Carpenter <lcarpenter@nanlegal.on.ca>
Subject: attending/pallbearer at a funeral today

Good morning Lenny,

I am going to be out of the office for a few hours today. A friend asked me yesterday afternoon to be a pallbearer at his ex-wife's funeral.

Unsure if I need to put in a leave request, and if I do, under what category to apply for the leave (bereavement, vacation, personal) as it is not biological family that I am supporting, but "family" in the sense that I've known the Indigenous couple for many years.

Please advise,
Leslie