

Corporate Policies

SECTION: LEAVES OF ABSENCE
SUBJECT: Bereavement

POLICY/PROCEDURE NO. 9.3.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: October 1995

APPROVED BY: Council AF123-2002

POLICY STATEMENT:

The Corporation will extend paid bereavement leave following the death of an immediate member of the family. Upon request, additional days may be granted at the discretion of the supervisor as vacation, lieu time or unpaid time.

PURPOSE:

To provide employees reasonable time away from the workplace to attend to duties and responsibilities surrounding the death of an immediate or extended family member, as defined.

SCOPE:

All full-time, non-union employees who have completed three (3) months of continuous service.

PROCEDURE:

1. Upon the death of an immediate family member, the employee is responsible to contact their supervisor to inform them of their need for Bereavement Leave.
2. The Corporation will extend five (5) days for immediate family.

“Immediate family” is defined as the employee’s:

- Spouse
- Common-Law Spouse
- Same-sex Partner
- Parents
- Children/Step Children
- Sisters/Brothers
- Grandparents
- Grandchildren

3. The Corporation will extend three (3) days in the event of a death of an employee’s:

- Parent-in-law
- Step parent
- Step brother/sister



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4. The Corporation will extend one (1) day in the event of a death of an employee's
 - Brother-in-law
 - Sister-in-law
 - Son-in-law
 - Daughter-in-law
 - Spouse's Grandparent
5. Employees who have not completed three (3) months of continuous service are entitled to unpaid leave.
6. The employee and supervisor should make every effort to ensure that operations of the unit are not adversely affected during the employee's absence.

ACCOUNTABILITY:

The supervisor shall be responsible for approving an employee's request for Bereavement Leave in accordance with this policy as outlined.

ADMINISTRATION:

Human Resources Division

CONTACT:

Human Resources Division

