

Subject: Bereavement	Date Approved: April 1, 2009
Approved by: Executive Director	Date Revised : November 11, 2014 November 30, 2010
Specific to: All Staff	Next Review Date: September 2017

POLICY:

Bereavement leave is granted to all employees in the event of a death in the immediate family. Staff bereavement leave with pay, is granted for a period of up to three (3) scheduled working days in order to attend or make arrangements for the funeral.

The paid days of absence fall within the period commencing with the date of the death and not later than 3 days after the funeral. This leave may be extended at the discretion of the Executive Director.

Definition: For the purpose of this policy the immediate family will include parent, brother, sister, spouse/partner, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent or grandchild, grandparent of spouse, step-child, step-parent.

An employee shall be granted one (1) day bereavement leave without loss of regular earnings to attend the funeral of, or a memorial service (or equivalent) for her or his aunt, uncle, niece or nephew and others as approved by the Executive Director.

Where an employee's scheduled vacation is interrupted due to bereavement, the employee shall be entitled to bereavement leave. The portion of the employee's vacation which is deemed to be bereavement leave will not be counted against the employee's vacation credits.

PROCEDURE:

1. An employee must notify their Executive Director as soon as possible following the death of a member of their immediate family.
2. Bereavement leave is electronically submitted through Advanced Tracker and approved by the Executive Director.