



## **POLICIES and PROCEDURES**

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	January 2018
Approving Sector Head	Director, Human Resources
Policy	<b>Bereavement Leave</b>

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In the event of the death of a Partner/Spouse, son or daughter, father, mother, brother, sister, step-child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or any family member living with the Employee, the Employee shall be entitled to a leave of absence with pay of not more than five (5) Working Days taken at the time of death. The Employer may extend this leave if extenuating circumstances prevail.

In the event of the death of a sister/brother-in-law, aunt/uncle, first cousin, nephew/niece, the Employee shall be entitled to a leave of absence with pay of not more than three (3) Working Days taken at the time of death. The Employer, however, may extend this leave if extenuating circumstances prevail.

If a death occurs in the Employee's family when the employee is at work, the Employee shall be granted leave of absence with pay for the remainder of her scheduled shift. This leave is in addition to the entitlements described above

An Employee who has taken bereavement leave shall be entitled to a maximum of two (2) additional working days for travel to a funeral, memorial service or burial that occurs after the bereavement leave. The additional paid time shall be based on the total travel time from the Employee's residence to and from the funeral, memorial service or burial.

An Employee who is not eligible for bereavement leave shall be entitled to leave with pay to attend a funeral, memorial service or burial service, provided the Employer is able to grant the time off within operational requirements.

If death occurs during an Employee's vacation or sick leave, the bereavement leave to which he is entitled as provided for in paragraphs above, will be counted as such and said days will be added to his vacation or sick leave.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.