

BENEFITS

HR: BEN01 – Bereavement Leave

Originated: Sept. 2007
Review: Sept. 2020
Revised: Jun. 17, 2009
Approved: Sept. 2020

POLICY:

1. In the event of a death of a member of an employee's immediate family, an employee is entitled to and shall be granted a bereavement leave for the purpose of arranging and/or attending the funeral. A maximum of five (5) working days may be taken for bereavement leave. The working days of each instance of bereavement leave shall be with pay.
2. In the event of a death of other relatives, employees may request a bereavement leave, and a leave of one (1) day with pay will be granted to attend the funeral. If attendance at the funeral requires extensive travel, unpaid leave up to two (2) additional days will be granted.

PURPOSE:

The purpose of this policy is to establish an employee's entitlement to a bereavement leave in the event of a death of a member of the employee's immediate family or other relatives.

DEFINITIONS:

"Immediate family" means:

- The employee's spouse or same-sex partner.
- Parent, stepparent, foster parent or guardian of the employee, the employee's spouse, or the employee's same-sex partner.
- A child, stepchild or foster child of the employee, the employee's spouse, or the employee's same-sex partner.
- A grandparent, step-grandparent, grandchild/step-grandchild of the employee, employee's spouse, or employee's same-sex partner.
- The spouse or same-sex partner of a child of the employee.
- The employee's brother or sister.
- Any person who lives with the employee as a member of the immediate family.

"Other relatives" means aunt, uncle, niece, nephew, and cousin of the employee or a relative of the employee who is dependent on the employee for care or assistance.

"Working day" is a day on which the employee is regularly scheduled to work.



PROCEDURE:

Employees who wish to take a bereavement leave shall provide written notice to their immediate supervisor as soon as practicable after learning of a death that qualifies for this type of leave. The notice of leave shall be filled on their personnel file for record keeping and payroll purposes. If necessary, on behalf of the employee a supervisor may complete such documentation.

The employer reserves the right to require an employee to provide such evidence as necessary to confirm the need for such leave (i.e. copy of a death certificate, obituary, burial certificate, or associated confirmation). ♦

