

HUMAN RESOURCES POLICY

Title: Bereavement Leave
Approval: Associate Vice-President, Human Resources
Effective Date: September 1, 2009
Next Review: July 2011

APPLICATION/ELIGIBILITY: This policy applies to all Administrative, Professional and Exempt Staff who 1) qualify for extended health and dental benefits; and 2) are not covered by a collective agreement.

INTRODUCTION: This policy is intended to guide and assist eligible staff members and their supervisors when considering bereavement leave.

When a death occurs in a staff member's family, reasonable time off will be granted. This may be achieved through a combination of bereavement leave, vacation, hours taken on a 'borrow' basis and made up at a later time, and leave without pay. The length of the paid leave should be reasonable in light of individual circumstances such as the arrangements which must be made, the date and location of the funeral, the relationship to the deceased person, etc. Supervisors should interpret these guidelines with sensitivity and, as each situation will be unique, the supervisor/chair, in consultation with the staff member, will determine the appropriate commencement and duration of the leave.

Normally, the leave will commence immediately following the death of a family member. Although it is preferable that the details be determined in advance, a situation may require that specific details be decided after the employee returns to work. It is important in such circumstances, however, for the staff member to maintain communication with his/her supervisor/chair during the absence.

ENTITLEMENT: Normally, one to five days of leave without loss of pay or benefits may be granted to a staff member who experiences a death in her/his family. As noted above, specific circumstances such as the arrangements which must be made, the date and location of the funeral, and the relationship to the deceased person will inform the appropriate duration of the absence. While the length of each leave will vary according to individual circumstances, the following guidelines with respect to bereavement leave entitlement should normally be observed:

Immediate Family: an employee who experiences a death in her/his immediate family (e.g. spouse, child, parent, sibling) may be granted up to five days' bereavement leave without loss of pay or benefits.

Extended Family: an employee who experiences a loss in her/his extended family (e.g. in-law, grandparent, step-parent) may be granted up to three days' bereavement leave without loss of pay or benefits.

Distant Relation: an employee who experiences a loss of a distant relative may be granted one days' bereavement leave to attend the funeral or memorial service.

If individual circumstances require such, a staff member may take additional time off by arranging to take vacation, taking additional hours on a 'borrow' basis to be made up at a later time, or arranging for a leave without pay.

If an employee is on scheduled vacation at the time of death, the appropriate number of vacation days, equivalent to the bereavement entitlement, can be rescheduled at a time mutually agreeable to the staff member and the supervisor.