

Bereavement Leave

Policy No. 308

Policy Statement: Employees may request a paid leave of absence in event of death in an employee's immediate and extended family.

Definitions:

“Immediate family” includes spouse, child, parent, grandchild, sibling, grandparent, father-in-law, and mother-in-law.

“Extended family” includes brother-in-law, sister-in-law, aunt, uncle, niece, and nephew.

Procedure:

- a) The employee is to provide notification and make a request to their immediate supervisor or designate for a paid leave of absence.
- b) An employee will be granted up to five (5) working days paid leave of absence in the event of death in an employee's immediate family.
- c) An employee will be granted up to two (2) working days paid leave of absence in the event of death in an employee's extended family.
- d) An employee may request an unpaid leave of absence of one (1) day to attend the funeral of a friend or colleague.

Exception: Subject to special circumstances and at the discretion of the employee's immediate supervisor or designate, the specified paid leave days may be extended and/or an employee may request an unpaid leave of absence, use banked overtime, and/or work the time back with the prior approval of their immediate supervisor or designate.