

Cemetery Allowances for Employees

Policy No. 364

Policy Statement: All eligible current and former employees of the Archdiocese (hereafter ‘employees’) and their immediate family members will receive a discount of twenty five percent (25%) on all grave, niche or crypt selections, interment fees, marker purchases and concrete outer burial containers (‘space and services’) with Edmonton Catholic Cemeteries. This does not include upright monuments or crypts.

Definition: **Employees** include persons employed at

- Pastoral and Administration Offices
- Newman Theological College
- St. Joseph Seminary
- Edmonton Catholic Cemeteries
- Camps
- Parishes
- and Permanent Deacons.

Former employees are those who resigned or retired in good standing with the Archdiocese.

Immediate family includes

- spouse
- child
- parent
- grandparent
- grandchild
- sibling
- father-in-law / mother-in-law.

Intent of Policy: To ensure that each employee has access to adequate and affordable future burial space for themselves and their immediate family.

Procedure:

- a) The allowance is available to all employees with one full year of employment with the Archdiocese who currently work or have worked at least 18 hours per week.
- b) The employee must present a letter confirming their current or former employment with the Archdiocese at the time of the grave, niche or crypt selection.
- c) The allowance can be given on pre-need as well as immediate need for space and services.

- d) All pre-need selections can be paid for on a two-year payment plan, with a low down payment. Interest-free monthly payments can be made via payroll deduction for employees whose payroll is administered by the Archdiocese Finance Office or by postdated cheques, direct withdrawal from a bank account or an accepted credit card.
- e) All space and services are subject to the rules and regulations of the Catholic Church and Edmonton Catholic Cemeteries.
- f) All employees of the Archdiocese are encouraged to visit Edmonton Catholic Cemeteries to be informed of the different options and selections available. General information about Edmonton Catholic Cemeteries is available on the website www.ecc.caedm.ca
- g) For an appointment with a Family Advisor for the following cemeteries, contact:
 - For Holy Cross, St. Joachim or St. Albert cemeteries, contact the office at Holy Cross at 780-447-2993
 - For Our Lady of Peace or St. Anthony cemeteries, contact the office at Our Lady of Peace at 780-454-4453.

Exception:

Priests incardinated in the Archdiocese have alternate arrangements. This Policy, however, applies to their immediate family members.

Refer to Policy:

Section 300 Human Resources Introduction
No. 308 Bereavement Leave - Definitions