

# Bereavement Leave

## Policy

In the event of a death in a staff member's immediate Family, the staff member is normally entitled to a leave of absence with pay of up to three consecutive working days. An additional two days of leave with pay may be granted by the supervisor for extensive travelling, making funeral arrangements or settling estate matters. This policy should be interpreted with proper sensitivity.

## Procedures

When an employee is bereaved the supervisor should be immediately contacted. The supervisor is responsible for approving the length of the leave and informing the department head.

Immediate Family is defined as spouse, common-law spouse, same-sex partner, child, sibling, parent, mother/father-in-law, sister/brother-in-law, daughter/son-in-law, grandparent and grandchild. Similar consideration may also be given to foster child, foster parent, ward or other individual close to the employee.

Time off with pay for attendance at the funeral of a deceased fellow employee (other than relatives as mentioned above) is allowed at the discretion of the supervisor.

If, while on scheduled vacation, a member of an employee's immediate Family dies, and if, upon request, the employee can provide verification of the death, bereavement leave may be substituted for vacation.