



POLICY NUMBER:	CS-1309-2013
POLICY TITLE:	Bereavement Leave
POLICY OWNER:	Chief Human Resources Officer
EFFECTIVE DATE:	April 17, 2013
LAST REVISED:	October 6, 2014

1. Purpose

This policy will identify responsibilities and set out rules regarding the management of bereavement leave requests.

2. Application and Scope

This policy applies to all full and part time employees. Bargaining unit members should consult their respective Collective Agreements.

3. Definitions

"Bereavement Leave" refers to paid leave for purposes of arranging or attending a funeral for family members as defined herein.

"Family member" for non-bargaining employees is defined as parent, spouse, common law spouse, same sex partner, child, step child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouse's grandparent, aunt, uncle and guardian. Bargaining unit members should consult their respective Collective agreements for a definition of family member.

4. Principles

This policy is based on the need to maintain a specific and consistent process for Managers to follow upon receipt of a leave of absence requests for purposes of bereavement.

In the event of the death of a family member, the College will provide up to three (3) days without loss of pay in order to attend at or make arrangements for the funeral for all family members with the exception of aunt and uncle for which a leave of up to one (1) day can be granted. Duration of the leave is at the discretion of the College.

If the death of a family member occurs during an employee's vacation, no adjustment to the employee's vacation shall be made.

5. Accountability and Compliance

5.1 Accountability Framework

This policy has been approved by the Senior Management Team.

5.2 Compliance

The Chief Human Resources Officer is authorized to ensure that the information within this policy is applied and that all actions comply with relevant legislation, policies and Collective Agreements.

6. Responsibilities

Employee – Employees are to contact their manager as soon as possible to advise of the need for bereavement leave and provide supporting documentation if requested.

Manager – Responsible for reviewing and responding to all requests in a timely manner, confirming the number of paid days granted. Advise the area Vice President of any requests for paid time off exceeding three (3) days in duration. Manage any requests for compassionate leave by referencing the Compassionate Leave Policy. Advise the department Timekeeper of any necessary adjustments, complete Staffing Action Form where appropriate.

7. Policy Revision Date

Next review March 2015.

8. Specific Links

Support Staff Collective Agreement

Academic Employees Collective Agreement

Terms and Conditions of Employment for Administrative Staff

Staffing Action Form Process Documentation

Compassionate Leave Policy