



Type:	C – Institutional	Last Approved: Apr. 18, 1991
Executive Responsibility:	Vice-President Administration & Finance	Next Review: June, 2016
Administrative Responsibility:	Manager, Human Resources	Procedure:

STATEMENT:

This policy related to bereavement leave where it is not already addressed in a collective agreement.

In the case of bereavement in the immediate family, an employee shall be entitled to special leave, at the regular rate of pay, from the date of death to and including the day of the funeral with, if necessary, an allowance for immediate return travel time. Such leave shall normally not exceed five working days.

Immediate family is defined as an employee's wife, husband, common-law spouse, child, foster child, parent, grandchild, brother, sister, father-in-law, mother-in-law, grandparent and any other relative permanently residing in the employee's household of with whom the employee permanently resides, or any other relative whom the employee is required to administer bereavement responsibilities.

If an employee is on vacation leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to vacation leave credits.