**Bereavement Leave Policy (non union)**

<table>
<thead>
<tr>
<th>POLICY STATEMENT</th>
<th>An employee may be granted bereavement leave in the event of the death of a relative.</th>
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<tbody>
<tr>
<td>PURPOSE</td>
<td>The purpose of bereavement leave is to provide employees with time off work to be with their loved ones; make arrangements for the funeral of a family member; to attend the funeral of a family member; and/or to grieve the loss of a family member whose funeral cannot be attended by the employee. This Policy identifies the maximum bereavement leave which may be granted; establishes appropriate compensation for a bereavement leave; and authorizes managers/supervisors or designates to grant a bereavement leave.</td>
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<tr>
<td>SCOPE</td>
<td>All permanent non-union employees are covered by this Policy. Union employees, are covered by the terms of their collective agreement.</td>
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</table>
| DEFINITIONS      | **Parent / Child**  
A parent includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own, and “child” has a corresponding meaning.  

**Spouse**  
This includes both married and unmarried couples (e.g. common-law) of the same or opposite sex.  
- For a full list of what family members are covered by this Policy see Terms & Conditions 3 and 4. |
| TERMS & CONDITIONS | The following terms and conditions apply to this Policy:  
1. Employees are entitled to bereavement leave with pay at the employee’s regular rate, for time lost from regular scheduled working hours.  
2. Bereavement leave must be taken between the day of the death and seven calendar days following the funeral unless otherwise approved by the Department Head. |
3. Bereavement leave shall be granted for not more than 5 paid days without loss of benefits, to an employee on the death of any of following family members of an employee or employees spouse:
   - Spouse (which includes a same-sex spouse)
   - Child, step-child, or foster child
   - Parent, parent-in-law, step-parent, or foster parent
   - Brother, step-brother, sister, or step-sister

4. Bereavement leave shall be granted for not more than 3 paid days without loss of benefits, to an employee on the death of any of the following family members of an employee or employees spouse:
   - Grandparent or step-grandparent
   - Grandchild or step-grandchild
   - Son-in-law or daughter-in-law

5. Bereavement leave shall be granted for not more than 3 paid days without loss of benefits, to an employee on the death of the following family members
   - Brother-in-law or sister-in-law.

6. The definition of immediate family shall be deemed to apply equally to employees in common-law relationships that are spouses pursuant to the Family Law Reform Act.

7. Where the burial occurs outside of Province of Ontario, reasonable traveling time up to five (5) working days unpaid (in addition to the paid days) may be granted at the discretion of the employee’s immediate manager/supervisor or designate.

8. If the death of a family member occurs during an employee’s vacation, the employee will be granted bereavement leave with pay and the vacation credits will be restored.

9. The employee is entitled to defer taking vacation until the leave expires or, if the supervisor and employee agree to a later date, until that later date occurs.

**RESPONSIBILITIES**

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<th>Employee</th>
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<tr>
<td>o Contact immediate supervisor as soon as possible to advise of need for bereavement leave.</td>
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<td>o Provide supporting documentation if requested.</td>
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<th>Manager/Supervisor</th>
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<td>o Complete the Absence Form through Human Resources On-</td>
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### Corporate Human Resources Policy

**Absence From Work**

**Policy No:** HR-06-09

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<thead>
<tr>
<th>Page 3 of 3</th>
<th>Approval: 2010-02-04</th>
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<th>Line Forms Templates available through Microsoft Word. Additional unpaid days may be approved as requested.</th>
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- Inform the Executive Director or General Manager.

### COMPLIANCE

Non-compliance with this Policy may result in the appropriate disciplinary measures, up to and including dismissal from employment.

### RELATED DOCUMENTS

The following related documents are referenced in this Policy:

1. Family Law Reform Act
2. Absence Form

### HISTORY

This policy was drafted 2009 11 23 and was reviewed by the Corporate Policy Review Group.

This policy was approved by Senior Management Team 2010 02 04.

Updated by Human Resources 2010 08 20