



Bereavement Leave - Procedure

1. Bereavement Leave - With Pay

a. Eligibility

- i. An employee may request leave **with pay** in the event of the death of a member of the employee's immediate family.

ii. Immediate family is defined as:

- spouse or common-law partner of the employee
- child of the employee or a child of the employee's spouse or common-law partner
- parent of the employee or a spouse or common-law partner of the parent
- legal guardian
- brother/sister
- grandparents, grandparents-in-law or grandparents of the common-law partner
- grandchild of the employee or grandchild of the employee's spouse or common-law partner
- son-in-law, daughter-in-law
- brother-in-law, sister-in-law

b. Leave

- An employee is entitled to bereavement leave for a period of a maximum of **three (3)** working days with pay in the event of the death of a member of the employee's immediate family defined in **A.ii above**.
- An employee shall be entitled to bereavement leave for a maximum of one **(1)** **day** with pay in the event of the death of an aunt or uncle.

2. Bereavement Leave - Without Pay

a. Eligibility

Under subsection 59.4 of *The Employment Standards Code*, an employee may request bereavement leave up to a **maximum of three (3) days without pay** in the event of the death of a family member not defined as above.

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