

### 3.10 Bereavement/Funeral Leave Policy

#### Intent

It is the employer's intention to ensure that employees are provided the time they need to properly grieve and take care of family obligations, while maintaining their employment.

#### Scope

This policy applies to all employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing bereavement/funeral leave. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

For the purposes of the Bereavement/Funeral Leave Policy, immediate family members consist of an employee's:

- Mother, Father, Stepparent or Guardian
- Son or Daughter (biological, step, adopted or foster)
- Sister or Brother
- Spouse or Partner (*\*Includes a common-law spouse with whom the employee has cohabitated for a minimum of one year*)
- Father or Mother-in-law
- Grandparent
- Grandchild or Godchild

#### Guidelines

- Employees are expected to notify management and request bereavement/funeral leave time off as soon as possible.
- A maximum of three days off will be paid to an employee in the event of a death in their immediate family. Additional unpaid time may be requested where extensive travel is required to attend the funeral.
- Bereavement/funeral leave pay shall be equal to the regular hourly rate of the employee.
- Bereavement/funeral leave pay will not be considered hours worked for purposes of calculating vacation pay.
- Proof of death or relationship may be required.
- Use of bereavement/funeral leave time for any purpose other than the reasons listed above are inappropriate and non-compensable and could be subject to disciplinary action up to and including termination.
- If an employee does not qualify for bereavement/funeral leave benefits (ie: within the probationary period), approved time off may still be provided without pay.
- Time off without pay may be granted to attend a funeral in the event of the death of an extended family member or friend.



The employer will comply with all governing laws regarding employee rights in relation to bereavement/funeral leave time off, and benefits. This policy has been developed to incorporate the legislative requirements of Alberta, British Columbia and Ontario and shall be updated accordingly should the employer expand operations into additional provinces.

**RELEVANT DOCUMENT**

Time Off Request Form