

**6.J-2019: Bereavement Leave**

**1. Overview**

- 1.1 In the unfortunate event of the passing of an employee’s immediate family member, St. Mary’s has ensured that paid bereavement leave is available as noted below.

**2. Eligibility**

- 2.1 All permanent salaried full-time & part-time employees are eligible for paid Bereavement Leave.

**3. Guidelines & Procedures**

- 3.1 In the event of the death of an immediate family member, the employee shall be entitled to bereavement leave with pay for up to three (3) work days that must include the day of the funeral. If necessary, an additional two (2) travel days of paid leave may be granted.
- 3.2 For the purposes of this policy only, “Immediate Family” is defined as: the employee’s parents, siblings, spouse, domestic partner, child, child or parent of spouse/domestic partner or individual living within the employee’s home under legal guardianship of the employee.
- 3.3 In the event of the death of a grandparent, grandchild, sister-in-law, brother-in-law, uncle, aunt, first cousin, nephew or niece, the employee shall be entitled to bereavement leave with pay for up to one day for the purpose of attending the funeral.
- 3.4 The leave with pay is pro-rated for part-time employees as per their regularly scheduled hours of work.
- 3.5 Casual employees are entitled to leave without pay.
- 3.6 If an employee is on vacation at the time of leave, the employee shall be granted appropriate leave and be credited the appropriate number of vacation days.
- 3.7 Bereavement Leave has no cash value, cannot be carried forward to subsequent years and are not paid out to the employee upon termination.
- 3.8 Any and all time off in addition to this entitlement may be requested, however the employee will need to be first using any Banked Time/Time in Lieu and/or Vacation entitlements prior to the absence being unpaid.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Sr. Leadership Team	Human Resources	September 2019	

**4. Reporting Process**

- 4.1 An employee unable to report to work, should notify their leader of their absence as soon as possible with as much advance notice as possible, and must ensure they record all absences in DayForce.