

Title: **BEREAVEMENT LEAVE – Support Staff**

Adopted: June 2, 2009

Reviewed: Sept 2022

Revised: April 2020, June 2026

Purpose:

The purpose of this procedure is to provide information direction regarding bereavement leave for support staff.

Procedures:

1. In addition to their miscellaneous leave days, all full-time CUPE employees who are scheduled to work on the day(s) of bereavement are eligible for bereavement leave.
2. In case of the death of an employee's spouse, child or stepchild, **five working days** with pay will be granted for the purpose of bereavement, including arranging and attending the funeral/memorial.
3. In case of the death of an employee's immediate family, employees are allowed **three working days** with pay for the purpose of bereavement, including arranging and attending the funeral/memorial. Immediate family includes:

Mother	Grandparents
Father	Legal guardian
Siblings	Step-Parent
Father-in-law	
Mother-in-law	
4. In case of the death of an employee's spouse's family, an employee will be granted **one working day** with pay for the purpose of bereavement, including arranging and attending the funeral/memorial. This includes:

Son-in-law	Daughter in-law
	Sister-in-law
	Brother-in-law
5. In case of the death of an employee's friend or extended family member **up to one half day** with pay (Miscellaneous Leave) will be granted to attend the funeral/memorial.
6. Application may be made, to the Principal, to use unpaid time or vacation, for bereavement and/or to arrange or attend a funeral/memorial service where additional time is required.