



Title: **BEREAVEMENT LEAVE – Support Staff**

Adopted: June 2, 2009

Reviewed: Sept 2022

Revised: April 2020

PURPOSE

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

PROCEDURES

1. All full-time CUPE employees who are scheduled to work on the day(s) of bereavement are eligible for 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
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:

Father-in-law	Daughter in-law
Mother-in-law	Sister-in-law
Son-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.