

Standard Operating Procedure

Human Resources

Procedure: Bereavement Leave for CPM Employees

Department/Unit:

Page(s): 2

Implementation Date: June 2005

Revised: January 2011

A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and University policies and procedures.

Description:

These procedures relate to bereavement leave entitlement as it applies to Confidential, Professional and Managerial (CPM) Employees.

1. Eligibility

- 1.1 Full-time, part-time, full-time or part-time sessional, or contract employees are eligible for Bereavement Leave as set out in section 2, below. .
- 1.2 Employees in the part-time, part-time sessional, temporary or contract categories, and those who work less than twenty-four (24) hours per week will have their Bereavement Leave calculated on a prorated basis, determined by the percentage of full-time hours worked in a given year. For this calculation, "full-time" is deemed to be thirty-five (35) hours worked per week.

2. Procedure

- 2.1 Bereavement Leave shall be granted to an employee without loss of normal salary, at the time of the death of a member of the employee's immediate family or upon the death of someone who stood or stands in an alternative or corresponding family relationship with the employee to that of the employee's immediate family.
- 2.2 For these purposes, the "immediate family" designates an employee's spouse, children, step-children or ward, parents, step-parents or legal guardian, siblings, parents-in-law, son-in-law, daughter-in-law, grandparents or grandchild.
- 2.3 A maximum of five (5) working days are granted to an employee for Bereavement Leave at the time of the death of an "immediate family" member as described above. An employee may request to take bereavement leave non-consecutively.



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The request may be approved at the discretion of the manager.

- 2.4 Additional time off, including use of vacation time, may be extended to the employee at the manager's discretion for travel to and return from the funeral. No reasonable request for Bereavement Leave will be denied.
- 2.5 Time off with pay for attendance at the funeral of a deceased fellow employee will be granted at the discretion of the department manager.
- 2.6 Should a member of the employee's immediate family die while the employee is on scheduled vacation, a substitution of bereavement leave for vacation leave will be permitted. In this situation, upon request by the supervisor, verification of the death is to be provided.