



Team Name: Human Resources Team Lead: VP - Human Resources Approved by: VP - Human Resources	Reference Number: ORG.1510.PL.017 Program Area: Human Resources Policy Section: General
Issue Date: December 12, 2016 Review Date: Revision Date:	Subject: Bereavement Leave

**POLICY SUBJECT:**

Bereavement Leave

**BOARD POLICY REFERENCE:**

Executive Limitations (EL3) Treatment of Staff

**POLICY:**

**NON-UNION EMPLOYEES:**

All persons employed with Southern Health-Santé Sud with the exception of casuals who are not covered by a collective agreement, may be granted bereavement leave of up to four (4) working days without loss of pay in the event of the death of a spouse, child, ward of the employee, parent, step-parent, sibling, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, former legal guardian, fiancée, live in partner, step-child, step-sibling, grandparent-in-law, and any other relative who resides in the same household.

Bereavement Leave may be extended by up to two (2) additional working days where extensive travel is required to attend the funeral of a person named above.

An employee who is, or will be, absent on bereavement leave shall notify their supervisor at the earliest possible opportunity.

Unless other arrangements have been made, such days may be taken only in the period which extends from the date of notification of death, up to and including the day following funeral proceedings.

One (1) bereavement leave day may be retained for use in the case where actual interment or cremation is at a later date.

**UNIONIZED EMPLOYEES:**

Reference should be made to the applicable collective agreement.