

Policy Number: 02.032

Policy Title: Bereavement Leave

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time or part-time employee and you lose a close relative, you will be allowed paid time off of up to three (3) days to assist in attending to your obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. You must inform your Supervisor prior to commencing bereavement leave. In administering this policy, the College may require verification of death.