

Title: Bereavement Leave Policy	Number: 5.20-3.1111.1
Approved by the Board of Governors Date: November 14, 2011	Implementation Date: November 14, 2011
History: Scheduled Review Date: November 2014	Origin: Human Resources

Rationale

The College recognizes the importance of being able to make arrangements for, and to attend the funeral of an immediate family member, void of excessive stress. To support and extend compassion, during time of mourning, paid bereavement leave is available to eligible employees.

Policy

HLSCC subscribes to the policy of providing bereavement leave to continue the salary of eligible employees who are absent from work due to their engagement with making arrangements for, and to attend the funeral of an immediate family member. Full-time employees are eligible for up to three (3) days bereavement leave per case.

1. An employee is eligible for paid bereavement leave if he/she has been employed with the College for the designated period of probation prior to the commencement of the leave.
2. An employee is eligible for paid bereavement leave if he/she suffers the loss of an immediate family member (a child, parent, spouse, *de facto* spouse, sibling, or spouse's or *de facto* spouse's parent). A *de facto* spouse is defined as a domestic partner in a two-person relationship outside of marriage of legal age to be married. Neither partner may be legally married to another individual and must have shared the same home for a period of not less than two years immediately preceding the week in which the benefit becomes due. Acceptable evidence of cohabitation is a notarised letter indicating the same.
3. Employees that suffer the loss of other close relatives and friends who are not identified as immediate family are not eligible for bereavement leave. However, based on the significance of the relationship, leave may be granted at the discretion of the President. With the approval of the Human Resources Department, time may also be granted during a scheduled work day to attend funerals of other close relatives and friends.

4. Pay for bereavement leave will be made for actual time off from work. If the funeral occurs at a time when work is not scheduled, payment will not be made.

Abuse of Bereavement Leave Privileges

- a. Abuse of bereavement leave privileges may be grounds for disciplinary action.
 - b. It is not permitted to seek gainful employment elsewhere while out on bereavement leave.
 - c. Management reserves the right to request proof related to the case for which bereavement leave is requested.
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Procedures

Purpose: To outline the policy and procedures for College employees' bereavement leave.

Authority: HLSCC Board of Governors

Eligibility: An employee is eligible for paid bereavement leave if he/she suffers the loss of an immediate family member (a child, parent, *de facto* spouse, sibling, or spouse's or *de facto* spouse's parent).

Use of Bereavement Leave: Bereavement leave will be granted under the following condition:

1. The bereavement leave requested coincides with the date of the funeral.

Scheduling of Bereavement Leave:

- a. If an employee should suffer the loss of an immediate family member the employee must inform his/her supervisor as early as possible. The employee must provide as much advance notice of his/her expected absence as is reasonable and practical.
- b. When an employee expects to be absent from work on bereavement leave, the employee must notify the Human Resources Department via the immediate supervisor. An employee who knows in advance the date or approximate date he/she will begin an absence that qualifies for bereavement leave is required to give as much advance notice as may reasonably be given

under the circumstances. If notice is given, the College will accommodate any unexpected and necessary changes in the dates of bereavement leave.

- c. When the need for leave is known in advance the employee will be expected to complete a leave form prior to beginning the leave (this application is available from the Human Resources Department). The application must be approved by the employee's immediate supervisor and returned to the Human Resources Department.
- d. When an employee could not have foreseen the need for leave, the employee must notify the Human Resources Department via the immediate supervisor of his/her nonattendance promptly on the first day of absence and must complete an application for leave within two days of returning to work. If notice of the absence is not provided within two business days of returning to work the absence may not be designated as bereavement leave.
- e. When bereavement leave expires the employee is required to return to work. Failure to promptly return to work when bereavement leave expires, or obtain approval for additional leave, may result in disciplinary action.
