

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.07
Section:	Benefits	Issued:	Jan 1, 2009
Subject:	BEREAVEMENT LEAVE	Effective:	Jan 1, 2009
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	
Issued by:	Martin Moore	Issued:	

1 POLICY

- 1.01 (a) In the event of a death of a member of an employee's Immediate Family, an employee is entitled to and shall be granted a Bereavement Leave for the purpose of arranging and/or attending the funeral.
- (b) A maximum of five (5) working days may be taken for Bereavement Leave.
- (c) Three (3) days of each Bereavement Leave shall be with pay and the remainder of the leave, to a maximum of five (5) days per bereavement, shall be without pay.
- (d) Note that this is a paid Company benefit, as the employment standards indicate three (3) days at no pay.
- 1.02 In the event of a death of Other Relatives employees may request a Bereavement Leave of one (1) working day with pay may be granted or Other Acquaintances or Friends, employees may request a Bereavement Leave of one (1) working day without pay may be granted. If attendance at the funeral requires extensive travel, unpaid leave of up to two (2) additional days may be granted.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to establish an employee's entitlement to a Bereavement Leave in the event of a death of a member of the employee's Immediate Family or Other Relatives or Others.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all Non-union employees. Where appropriate: Bereavement Leave provisions for Union employees are governed by the terms of the applicable Collective Agreement.

4 RESPONSIBILITY

- 4.01 Employees are responsible for notifying their immediate managers of their need for a Bereavement Leave as soon as possible.
- 4.02 Employees or Managers (if employee is not at work) are responsible for completing the Request for Bereavement Leave form and forwarding it to the Payroll department to ensure the payroll records properly reflects the employee's pay entitlement.

5 DEFINITIONS

- 5.01 "Immediate family" means:

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.07
Section:	Benefits	Issued:	Jan 1, 2009
Subject:	BEREAVEMENT LEAVE	Effective:	Jan 1, 2009
Issue to:	All Manual Holders	Page:	2 of 3
		Replaces:	
Issued by:	Martin Moore	Issued:	

- (a) the employee's spouse or same-sex partner.
- (b) a parent, step-parent, foster parent or guardian of the employee, employee's spouse or same-sex partner.
- (c) a child, step-child or foster child of the employee, employee' spouse or same-sex partner.
- (d) a grandparent, step-grandparent, grandchild or step-grandchild of the employee, employee' spouse or same-sex partner.
- (e) the spouse or same-sex partner of a child of the employee.
- (f) the employee's brother or sister, half-brother, half-sister, step-sibling.
- (g) any person who lives with the employee as a member of the immediate family.
- (h) a relative of the employee who is dependent on the employees for care or assistance.

5.02 **"Other relatives"** means great-grandparent, step-great-grandparent, aunt, uncle, niece, nephew and cousin of the employee or a relative of the employee who is dependent on the employee for care or assistance.

5.03 **"Others"** means acquaintances and friends.

5.04 **"Working day"** means a day on which the employee is regularly scheduled to work.

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

British Columbia *Employment Standards Act*

Alberta Employment Standards Code

Ontario Employment Standards Act

SPP HR 4.04 — Personal Leave of Absence

SP HR 4.12 — Emergency Leave [if appropriate]

7 PROCEDURE

7.01 Employees who wish to take a Bereavement Leave shall provide written notice, email or telephone call to their immediate supervisor as soon as practicable after learning of a death that qualifies for this type of leave.

The notice of leave shall be provided to the Payroll department.

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.07
Section:	Benefits	Issued:	Jan 1, 2009
Subject:	BEREAVEMENT LEAVE	Effective:	Jan 1, 2009
Issue to:	All Manual Holders	Page:	3 of 3
		Replaces:	
Issued by:	Martin Moore	Issued:	

7.02 **John Watson Ltd** reserves the right to require an employee to provide evidence, such as a photocopy of the death certificate, obituary, burial certificate or other confirmation, of the need for Bereavement Leave.

8 APPENDICES
None