



**Procedure Statement:**

The Flower Cart respects the employee’s need for time off during a personal loss. This procedure outlines the time available to support all employees during this difficult period.

**Definitions:**

Bereavement leave – A leave granted to an employee because of the death of a family member.

Compassionate leave – A leave granted to an employee because a member of his/her family is dying.

Family member – A person considered by an employee to be part of his/her family.

Funeral Day – A day granted to an employee to attend the funeral of a non-family member.

Regular Employee – An employee who has been recommended for regular employee status in his/her Probationary Review. The employee is hired for an indefinite period of time.

**Procedure:**

Bereavement Leave and Compassionate Leave - Staff are granted:

- a) Bereavement leave commences no later than the day of the family member’s funeral or memorial service.
- b) At the employee’s discretion, up to five consecutive working days per family member upon the death of said family member.
- c) An exception to the need for bereavement leave to be taken over consecutive days can be **approved** when a portion of the five days is held in reserve for a service that is scheduled to occur at a later date.

Compassionate leave can be used in lieu of bereavement leave if the employee is caring for a dying family member.

Bereavement leave and compassionate leave combined cannot exceed five days per family member.

Funeral Day – The employee is entitled to a maximum of three (3) days per fiscal year.

If an employee is notified of the death of a family member while they are at work and the employee leaves work for the remainder of the work day, that time is paid leave and is not deducted from the bereavement leave.

**Related Information:**

**Contact:**

Human Resources Department

**Roles and Responsibilities:**

Employee

- Responsible for notifying their supervisor of the time they are taking
- Updating their benefit sheets
- Supply any paperwork needed, i.e. death certificate, obituary, etc.

Supervisor

- To approve leaves and to ensure that the benefit is used properly

**Revision History:**

August 2016