

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 4.06.OKIB
Section:	Benefits	Drafted:	Mar.23, 2015
Subject:	BEREAVEMENT LEAVE	Approved:	Mar. 24, 2015
Issue to:	All Manual Holders	Amended:	May 9, 2017

4.06 Bereavement Leave

1 PURPOSE

- 1.01 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.

2 POLICY

- 2.01 Employees, except on-call employees, who have completed at least **six** consecutive months of continuous employment with OKIB shall be entitled to Bereavement Leave with or without pay.
- 2.02 An employee may be granted up to **five** consecutive work days leave with pay where there has been a death of an immediate family member, as approved by the division director.
- 2.03 An employee is entitled to up to **one** working day's paid Bereavement Leave in the case of death in the employee's Extended Family as determined by the division director.
- 2.04 As approved by the Executive Director, an employee may also be granted up to **one** day paid Bereavement Leave where he or she is required to be a pallbearer or perform another official function at the funeral of a person other than an Immediate or Extended Family member.
- 2.05 Bereavement Leave pay for part-time employees shall be calculated at a daily rate equal to **one-twentieth** of their earnings during the previous **thirty** calendar days.
- 2.06 The Executive Director may approve Bereavement Leave without pay of up to **five** working days where the employee had a special attachment to the deceased or the family of the deceased.
- 2.07 An employee may be provided Bereavement Leave with pay for up to **four** hours, to attend a funeral of **Band members and community members of OKIB** except where he or she is required by his or her supervisor to remain at work for the performance of essential services.¹

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees, excluding on-call.

4 RESPONSIBILITY

- 4.01 Employees are responsible for notifying their immediate division director of their need for a Bereavement Leave as soon as possible.
- 4.02 Division directors are responsible for advising Payroll of the name of any employee who takes a Bereavement Leave and for ensuring the payroll record properly reflects the employee's pay entitlement.

5 DEFINITIONS

¹ Policy Amendment – approved by Band Council at a duly convened meeting on May 9, 2017; words highlighted in red were not included in 2017 amendment, missing words were included on Nov. 8, 2022.

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5.01 **Immediate family** means:

- The employee's spouse or same-sex partner
- A parent (in-law), step-parent, foster parent or guardian of the employee, or of the employee's spouse or same-sex partner
- A child, step-child, or foster child of the employee, or of the employee's spouse or same-sex partner
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee
- The spouse or same-sex partner of a child of the employee
- The employee's brother (in-law) or sister (in-law)
- Any person who lives with the employee as a member of the immediate family.

5.02 **Extended family** means:

- aunt, uncle
- niece, nephew
- first cousin
- a person or relative who is dependent on the employee for care or assistance and living in the same household
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee' spouse or same sex partner

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

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- *Canada Labour Code*
- SPP HR 4.10.OKIB– Emergency Leave
- SPP HR 4.15.OKIB– Personal Leave

7 PROCEDURE

7.01 Employees who wish to take a Bereavement Leave shall provide written notice 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 filed in the employee's Personnel file and a copy shall be provided to Payroll. If necessary, and on behalf of the employee, the immediate supervisor may complete the Request for Leave form.

7.02 OKIB 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 ATTACHMENTS
Leave Request Form

9 REPEALS
None