



BEREAVEMENT LEAVE – SUPPORT STAFF

Frontier School Division recognizes the importance of bereavement leave to allow employees time off to deal with the death of a family member.

Family member is defined in Exhibit 3.1.IA-EX1 as per *The Employment Standards Code*. *The Employment Standards Code* grants employees a maximum up to three unpaid days for bereavement leave in the event of a death of a family member.

Eligible employees shall be entitled to paid or unpaid bereavement leave subject to the established regulations.

Information: [The Employment Standards Code](#)

Adopted September 1, 2009		
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1. Bereavement Leave - With Pay

a. Eligibility

- i. An employee may request leave with pay in the event of the death of a member of the employee's immediate family.
- ii. Immediate family is defined as:
 - spouse or common-law partner of the employee
 - child of the employee or a child of the employee's spouse or common-law partner
 - parent of the employee or a spouse or common-law partner of the parent
 - legal guardian
 - brother/sister
 - grandparents, grandparents-in-law or grandparents of the common-law partner
 - grandchild of the employee or grandchild of the employee's spouse or common-law partner
 - son-in-law, daughter-in-law
 - brother-in-law, sister-in-law

b. Leave

- i. An employee is entitled to bereavement leave for a period of a maximum of five (5) working days with pay in the event of the death of a member of the employee's immediate family defined in A.ii above.
- ii. An employee shall be entitled to bereavement leave for a maximum of one (1) day with pay in the event of the death of an aunt or uncle.
- i. Special consideration may be granted by the Chief Superintendent or designate to employees who require bereavement leave for an "extended" family member.

2. Bereavement Leave - Without Pay

a. Eligibility

Under subsection 59.4 of *The Employment Standards Code*, an employee may request bereavement leave up to a maximum of three (3) days without pay in the event of the death of a family member.

- i. For the purpose of this section on bereavement leave without pay under *The Employment Standards Code*, the definition of "family member" includes:
 - a step-brother, step-sister, uncle, aunt, nephew, niece of the employee or of the employee's spouse or common-law partner
 - a current or former foster parent of the employee or of the employee's spouse or common-law partner
 - a current or former foster child, ward or guardian of the employee or of the employee's spouse or common-law partner, or
 - any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.

b. Leave

- i. In the event of the death of an aunt or uncle, the employee shall be entitled to bereavement leave of two (2) days unpaid (one day is paid leave).
- ii. Special consideration may be granted by the Chief Superintendent or designate to employees who require unpaid bereavement leave beyond three days for an "extended" family member.

Adopted September 1, 2009		
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EMPLOYMENT STANDARDS REGULATIONS E110 — M.R. 6/2007, 16 01/07

"Family member" — expanded definition

22 For the purpose of the definition "family member" in subsection 59.2(1) of the Code, a person is a family member of an employee if the person is

- (a) a brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;
- (b) a parent of the employee's spouse or common-law partner;
- (c) a current or former foster parent of the employee or of the employee's spouse or common-law partner;
- (d) a current or former foster child, ward or guardian of the employee or of the employee's spouse or common-law partner;
- (e) the spouse or common-law partner of a person mentioned in any of clauses (a) to (d); or
- (f) any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.

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