



ARCHDIOCESE OF REGINA

Policy Name:	Leaves: Bereavement	Number:	S4-12
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
Legislation:	<i>The Saskatchewan Employment Act 2-55</i>	Date Revised:	

Policy Statement: Employees may request a paid leave of absence in event of death in an employee's immediate and extended family.

Definitions: “**Immediate family**” includes, spouse, child, step-child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law or individual over which you are the legal guardian, a member of one's own religious community or staff member.

“**Extended family**” includes brother-in-law, sister-in-law, niece, nephew, uncle, and aunt.

- Procedure:**
- a) The employee is to provide notification and make a request to their immediate supervisor or designate for a paid leave of absence.
 - b) An employee will be granted up to five (5) working days paid leave of absence in the event of death in an employee's immediate family.
 - c) An employee will be granted up to two (2) working days paid leave of absence in the event of death in an employee's extended family
 - d) An employee may request an unpaid leave of absence of one (1) day to attend the funeral of a friend.

Exception: Subject to special circumstances and at the discretion of the employee's immediate supervisor or designate, the specified paid leave days stated in Procedures 'a', 'b' and 'c', may be extended and/or an employee may request an unpaid leave of absence, use banked overtime, and/or work the time back with prior approval of their immediate supervisor or designate.

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