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		

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		

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.

Adopted September 1, 2009		