



## STATEMENT of POLICY and PROCEDURE

|            |                         |            |                |
|------------|-------------------------|------------|----------------|
| Manual:    | Human Resources         | SPP No.    | <b>HR 2.21</b> |
| Section:   |                         | Issued:    | March 12, 2020 |
| Subject:   | <b>Bereavement</b>      | Effective: | March 12, 2020 |
| Issue to:  | All Manual Holders      | Page:      | 1 of 1         |
|            |                         | Replaces:  | <b>NEW</b>     |
| Issued by: | Chief Operating Officer | Approved:  | March 12, 2020 |

### 1. POLICY

The Thunder Bay Regional Health Research Institute (the Institute) provides full-time permanent employees paid days of leave for bereavement.

### 2. DEFINITIONS

**Immediate Relative:** parent, legal guardian, spouse, child, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, grandchild or grandparent.

### 3. PROCEDURE

The Institute will grant an employee four (4) consecutive working days off without loss of regular pay for scheduled hours, for the death of an immediate relative.

If the niece, nephew, aunt or uncle of an employee dies, an employee who is scheduled to work the day of the funeral will be granted the day off with pay.

Where the funeral of the deceased is more than five hundred (500) kilometres from the city of Thunder Bay, the employee will be allowed one extra day beyond the date of the funeral for return travel. Such day will be granted as leave of absence, with pay. Any additional unpaid leave may be granted upon request.