

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 2	Number 070-RSJ-H
Policy Title Bereavement Leave		Date 25 September 2017	
Supersedes 23 March 2017	Cross Reference	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0 PURPOSE AND GOALS

This Policy outlines the Research Institute's (RI) Policy and Procedure in the event of a death of an employee or their family member.

2.0 DEFINITIONS

Immediate Family Member – Spouse, common law spouse, partner of the same sex or child or parent.

3.0 POLICY

In the spirit of compassion as embodied in the Mission Statement, St. Joseph's Healthcare Hamilton (SJHH) provides a policy which intends to extend consolation and relief to employees and their families at a time of death.

3.1 Bereavement Leave

Any employee who notifies their Supervisor/Principal Investigator as soon as possible following a bereavement will be granted bereavement leave for **four (4) consecutive working days** off without loss of regular pay from regularly scheduled hours in conjunction with the death of a **spouse, a common law spouse, partner of the same sex, child or parent.**

Any employee who notifies their Supervisor/Principal Investigator as soon as possible following a bereavement will be granted bereavement leave for **three (3) consecutive working days** off without loss of regular pay from regularly scheduled hours in conjunction with the death of a **sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, brother-in-law, sister-in-law or grandparent of spouse.**

An employee shall be granted **one (1) day** bereavement leave without loss of regular earnings to attend the funeral of, or a memorial service (or equivalent) for the **employee's aunt, uncle, niece or nephew.**

Pay for bereavement leave shall be based on time lost from regularly scheduled shift(s), which the employee would otherwise have worked, up to a maximum number provided for in this Policy. In addition, payment for such day(s) off will be confined to the period from date of death

These Research St. Joseph's - Hamilton policies are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

up to and including the date of the funeral. The Research Institute, in its discretion, may extend such leave with or without pay.

The Research Institute reserves the right to request proof of death.

Notwithstanding the above, individuals will be granted flexibility to distribute their bereavement leave entitlement over two (2) occasions, not exceeding three (3) days in total, in order to accommodate religious and cultural diversity.

4.0 PROCEDURE

4.1 Notification of the Death of an Employee

When an employee dies, the Supervisor/Principal Investigator will immediately notify the Executive Director by completing a Bereavement Notice form (available on the intranet under mystjoes, Human Resources, Forms), giving all known particulars pertaining to the death, including name and address of the next of kin, etc. Human Resources will expedite all matters pertaining to monies due, pension and life insurance claims to which the employee's beneficiary or estate may be entitled as permitted by law.

4.2 Death of a Member of the Immediate Family

In the event of the death of a member of the employee's immediate family, the Supervisor/Principal Investigator will immediately notify Human Resources.

4.3 Letter of Condolence

Human Resources will notify the office of the President for the purpose of sending a letter of condolence to employees who have been bereaved by the death of a family member.

In the case of the death of an employee, the Human Resources Department will arrange to have a floral remembrance sent to the family in addition to the letter of condolence. If they prefer, a donation will be made to the charity of their choice, or a mass card sent. The cost of such remembrance or size of donation is to be in an amount which St. Joseph's Healthcare Hamilton deems appropriate.

4.4 Attendance at Funerals

Attendance of St. Joseph's Healthcare Hamilton employees at the funeral of the deceased employee or retiree will normally be limited to representation from the employee's department and SJHH management.