

BULLETIN INFORMATION



DATE:	July 27, 2017	TYPE	Procedure	NUMBER	CMC 055-17
SUBJECT:	Bereavement Leave Validation				

DETAILS

The Collective Agreement allows employees with either 3 or 5 consecutive calendar days' paid bereavement leave as follows:

- (1) Upon the death of an employee's spouse, child, step child or parent, an employee who has not less than 3 months cumulative compensated service shall be entitled to 5 consecutive calendar days' bereavement leave with payment of lost earnings exclusive of overtime within such 5 days.
- (2) Upon the death of an employee's father-in-law, mother-in-law, brother, sister, step-brother, step-sister, step-parent, grandparent, spousal grandparent, grandchild and step-grandchild, an employee who has not less than 3 months cumulative compensated service shall be entitled to 3 consecutive calendar days' bereavement leave with payment of lost earnings exclusive of overtime within such 3 days.

Where there are extenuating circumstances, such as to schedule the leave in order to attend the funeral, the commencement of bereavement leave may be delayed upon authorization of the employee's supervisor.

The application of the Bereavement Leave provision is intended as a compassionate mechanism to allow employees time off from work during periods of personal loss following the death of a loved one.

A recent audit has found that several individuals have taken bereavement time off but failed to file any associated wage claims for the periods in question; in other cases some employees have booked off on bereavement leave for periods in excess of what is provided for in the Collective Agreement. On other occasions employees have been off work on numerous occasions for bereavement leave purposes over a two year period. All of these instances will be reviewed with the individual to ensure that the Bereavement leave provisions were properly followed.

Given the degree of irregularities we have noticed following our audit, we will, effective immediately, require employees to provide supporting documentation upon their return from bereavement leave. Secondly, it is expected that employees return to work immediately after their bereavement leave period ends. If exceptional circumstances arise that may require an employee to be off work for a longer period than stipulated in the Collective Agreement employee must seek approval from the supervisor.

Lastly, we recognize that the vast majority of our employees use the bereavement leave provisions as intended. Any individuals found to be abusing this provision, however, will be subject to formal investigation.

Kathrina Marcelo

Manager Crew Management

Please send the supporting documentation described above to: 1-888-758-6880.