

**BEREAVEMENT / COMPASSIONATE
LEAVE OF ABSENCE**

The River East Transcona School Division expects that all employees are at work on a consistent basis. It is recognized that a leave of absence may be necessary for specific reasons. Appropriate procedures must be followed.

- (1) Employees may be granted bereavement leave for a period up to five days without loss of pay, in the case of death of an immediate family member.
- (2) Additional traveling time may be granted by the superintendent or designate, if the service/burial occurs 500 or more kilometers outside the Winnipeg area.
- (3) Additional bereavement leave for the above situations or for other compassionate situations may be granted on request from the staff member, at the discretion of the superintendent or designate.

If additional leave is granted at the discretion of the superintendent or designate, the employee shall:

- (a) receive full pay;
 - (b) lose pay on a per diem basis;
 - (c) lose salary equal to the cost of a substitute.
- (4) Any provision in a collective agreement between the board of trustees and a group of its employees shall take precedence over this policy.

Effective Date: February 3, 2004
Amended Date: March 20, 2018
Board Motion(s): 52/04; 58/18
Legal/Cross Reference:

Review Date: January 9, 2018