

Bereavement Time Off Program

Corporate Program No.
C03.034

Effective Date:
September 2023

To set out the guidelines for granting bereavement time off.

Eligibility

All Store Support, DC & Corporate Store non-union colleagues are eligible to request bereavement time off in the event of the death of an Immediate, Extended, or Chosen Family Member.

Definitions

“Immediate Family Member” means a colleague’s spouse or domestic partner, children, including those lost during pregnancy, step-children, foster children and grandchildren, siblings, parents, grandparents, in-laws (including mother, father, daughter, son, sister, brother, grandparents) and any other relatives or dependents who live in the same principal residence as the colleague.

“Extended Family Member” means a cousin, aunt, uncle, niece, or nephew of the colleague or their spouse or domestic partner.

“Chosen Family Member” means a nonbiological kinship bond with historical ties, whether legally recognized or not, deliberately chosen for the purpose of mutual nurture, support and love. Even without biological ties, Chosen Family Members are the people closest to a colleague who helped support and celebrate them through time.

How does it work?

01 In the event of the death of an Immediate or Chosen Family Member, permanent full-time and part-time colleagues will be granted paid time off of up to three (3) regularly scheduled work days. Temporary colleagues will be granted up to 3 days of unpaid time off.

02 In the event of the death of an Extended Family Member, permanent full-time and parttime colleagues will be granted one (1) paid bereavement day; temporary colleagues will be granted one (1) unpaid bereavement day.

03 Bereavement time off must be taken between the date of death and five (5) calendar days following the funeral or pregnancy loss. For PC Financial colleagues and transport colleagues covered under the Canadian Labour Code, bereavement must be taken prior to six (6) weeks after the funeral / burial / memorial service.

04 Additional bereavement time off without pay will be granted where provided for under provincial legislation, or with the approval of the colleague’s immediate manager.

Vacation Provision: If the death of an Immediate, Extended or Chosen Family Member occurs during a colleague’s scheduled vacation, the applicable number of vacation days equivalent to the paid time off provision may be rescheduled at a time mutually agreed to by the colleague and their immediate manager.

The Fine Print

Store Support and Distribution Centre colleagues must submit paid and unpaid bereavement time off requests of up to a combined maximum of 5 days, using the Time Off tab within the Workday Time Off worklet.

Bereavement time off requests in excess of 5 days will be considered an unpaid leave of absence and must be submitted using the Leave of Absence tab within the Time Off worklet.

Managers must approve time off requests and complete all steps in the workflow to ensure colleagues' time off is accurately recorded.

Bereavement time-off requests for Store colleagues must be tracked in STAS.

What happens if we don't comply?



Colleagues who falsify information in order to take bereavement time off will be subject to disciplinary action, up to and including dismissal. Colleagues who suspect a violation of this Program, or any other Company policy or procedure must report it to their Manager, HR Representative, or the Integrity Action Line

**1-800-525-7868 or
www.integrityactionline.com.**

Interpretation: Responsibility for the interpretation of the Bereavement program rests with the Chief Human Resources Officer.