

Bereavement Leave Policy

POLICY #PC-02-13

FINAL

PURPOSE

The purpose of this policy is to outline the leave entitlements that OLG provides to eligible employees who require time away from work to acknowledge the death of an employee's family member, friends or other relatives.

APPLICATION AND SCOPE

This policy applies to OLG full-time, part-time and contract employees.

Bargaining unit employees should refer to their specific collective agreement to determine their eligibility for bereavement leave.

POLICY STATEMENT (& GUIDING PRINCIPLES)

The Ontario Lottery and Gaming Corporation (OLG) recognizes the importance of providing employees time away from work to acknowledge the death of an employee's family member, friends, or other relatives.

DEFINITIONS

Family Member: For purposes of this Policy, 'family member' is defined as:

- The employee's spouse;
- A parent, step-parent or foster parent of the employee or the employee's spouse;
- A child, step-child or foster child of the employee or the employee's spouse;
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse;
- The brother, step-brother, brother in-law, step-brother-in-law, sister, step-sister, sister in-law or step-sister-in-law of the employee or the employee's spouse;
- The spouse of a child of the employee or of the employee's spouse; or
- A relative of the employee who was dependent on the employee for care or assistance.

REQUIREMENTS

1. OLG employees may take up to four (4) paid working days off for the death of a 'family member' as defined above.
2. In the case of a death of an individual who does not meet the definition of 'family member' (e.g., friend, other relative), employees may take one (1) paid working day off.
3. An employee may take up to two (2) additional unpaid days of leave if travel is required.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employee	<ul style="list-style-type: none">▪ Inform your Manager as soon as possible if you need to take bereavement leave▪ Submit bereavement leave requests via Workday – Absence Worklet as soon as possible
Manager	<ul style="list-style-type: none">▪ Ensure requested time is reviewed for approval promptly▪ Ensure employees adhere to policy
People and Culture	<ul style="list-style-type: none">▪ Administer the policy as outlined above

RELATED POLICY INSTRUMENTS

- Unpaid Leave of Absence Policy

POLICY OWNER

Senior Director, Rewards, Wellness, HR Systems and Reporting

POLICY APPROVAL

Approver	Date
SVP, People and Culture	April 2019

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
February 2023	People and Culture	<ul style="list-style-type: none">▪ Updated format▪ Supersedes Bereavement Leave Policy #HRPP04-03