

BC Baptist Conference Policy

Title: BCBC Paid Staff Bereavement Leave Policy

Policy Number: 2.2

Approval Date: April 21, 2012

Approved by: Board of Directors

Purpose:

The purpose of this policy is to outline the bereavement leave available to employees.

Scope:

This policy applies to all employees.

Policy:

In the event of the death of an immediate family member, employees will be given up to three days paid leave to make funeral arrangements and to attend the funeral. Immediate family is defined as spouse, parent, child, grandparent, grandchild or sibling or that of the employee's spouse.

Employees will be allowed to take additional unpaid leave, if requested.

In addition to the above, we will make every effort to accommodate employees wishing to attend a funeral of a person not included in the above policy on an unpaid basis.