

**PROCEDURES FOR BEREAVEMENT /
COMPASSIONATE LEAVE OF ABSENCE**

- (1) The school/department administration will inform the human resources department when a staff member is accessing bereavement/compassionate leave.
- (2) An online leave of absence request must be submitted by the employee or the school/department administrator on their behalf.

Effective Date: February 3, 2004
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Board Motion(s): 53/04; 58/18
Legal/Cross Reference:

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