

## **ACF BEREAVEMENT COMMITTEE GUIDELINES**

The College and the MCCEA recognize that employees have close personal relationships with others that are not members of their “immediate family.” “Immediate family” is defined in the contract as, “employee’s father, mother, step-father, step-mother, grandfather, grandmother, spouse, child, step-child, grandchild, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, and any other relatives living in the household of the employee.”

In an effort to support employees who have suffered the loss of a loved one not included in the defined “immediate family,” the College and the MCCEA have created a Bereavement Committee and request process.

The directive of the Bereavement Committee is to consider the request of an employee for bereavement leave (other than immediate family) in a fair and compassionate manner. After careful consideration of the situation, each Committee member votes to decide whether or not bereavement leave will be granted. A vote of 3 of the 4 members in favor is necessary to grant leave. The requestor/employee is to be notified of the Committee’s decision within 10 working days of the completed request. The decision is not subject to appeal.

Committee members will consider the following issues when making their decision regarding bereavement leave:

1. Nature of the relationship between employee/requestor and the deceased
2. Length of the relationship between the employee/requestor and the deceased
3. Additional information/documentation submitted by the employee/requestor