

June 8<sup>th</sup>, 2023

TYPE: Information

NUMBER: LR-010-23

SUBJECT: Bereavement Leave Validation &amp; Entitlement – Re-Issue

## DETAILS

### **Attention – Canadian TCRC T&E Employees**

The Collective Agreement provides employees entitlements and obligations in relation to Bereavement leave benefits.

A recent review has found that several individuals have taken time off for bereavement leave but did not submit any associated wage claim(s) for the periods in question; in other cases some employees have booked off on bereavement leave for periods in excess of what is provided for in either the Collective Agreement or the Canada Labour Code.

Article 32.02 of the Collective Agreement provides:

*Where there are extenuating circumstances, such as to schedule the leave in order to attend the funeral, the commencement of bereavement leave may be delayed upon authorization of the employee's supervisor.*

You must ensure bereavement leave provisions are properly followed when submitting claims.

Pay entitlement as per article 32.01 of the Consolidated Collective Agreement which allows payment of lost earnings within 3 or 5 consecutive calendar days paid leave is as follows:

- (1) *Upon the death of an employee's spouse, child, step child or parent, an employee who has not less than 3 months cumulative compensated service shall be entitled to 5 consecutive calendar days bereavement leave with payment of lost earnings exclusive of overtime within such 5 days.*
- (2) *Upon the death of an employee's father-in-law, mother-in-law, brother, sister, stepbrother, step-sister, step-parent, grandparent, spousal grandparent, grandchild and step-grandchild, an employee who has not less than 3 months cumulative compensated service shall be entitled to 3 consecutive calendar days' bereavement leave with payment of lost earnings exclusive of overtime within such 3 days.*

Prior to submitting a bereavement leave claim, supporting documentation must be sent to the e-mail address indicated below depending on your territory.

Supporting documentation must be accompanied by the following information to support your claim:

- Death certificate or obituary
- Your name
- Your employee number
- Your relationship to the deceased person

User ID	Mailbox Name
OM02719@cpr.ca	LR Audit Specialist BC
OM02720@cpr.ca	LR Audit Specialist Prairie
OM02721@cpr.ca	LR Audit Specialist MB NOnt
OM02722@cpr.ca	LR Audit Specialist SOnt Quebec

**Reminder:**

For the current Labour Code provisions, employees may refer to the Government of Canada website: <https://laws-lois.justice.gc.ca/eng/acts/l-2/> or contact their union.

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately.

You are your own timekeeper. You are responsible for your timeslips (even if submitted by a fellow employee).

You must make every effort to understand and apply your Collective Agreement, Method of Pay, Instructional Bulletins, and Local Rules correctly.

Labour Relations

**CPKC**