



Policy: GDCG

Subject: Support Staff Compassionate Leave – Death of a student

Policy:

The Red River Valley School Division Board of Trustees recognizes that tragedies occur that impact the staff and students. In the event of a death of a current student, the division supports its employees who wish to attend the funeral services.

Protocol:

Support staff must make a request to their administrator in advance, if they wish to attend the funeral service.

If approved, the school administrator will make appropriate arrangements to ensure there is proper coverage for the students and school, either by coordinating the remaining staff or booking casual staff. The cost of the casual staff will be charged back to the school.

Support staff who are approved to attend the service will receive their regular daily wage.

Procedure:

The support staff must make the request at least 3 days in advance, where possible.

The Administrator will notify the Superintendent & CEO, of the number of support staff who are attending the services as well as the date and time of the service.

Support staff will notify their administrator of their intention to attend the funeral services and the time they expect to be away (travel and service time). Once approved by the administrator the time away will be reflected on the employee's time sheet.