

Policy History
Policy No. HR4
Approving Jurisdiction President
Administrative Responsibility Vice President Finance and Administration
Effective Date: October 27, 2016

Bereavement - Employees and Students Policy

A. CONTEXT AND PURPOSE

1. The death of an employee (active and retired), or student represents a loss to the Kwantlen Polytechnic University community, and to the friends and family of the deceased.
2. The University is committed to ensuring that it recognizes the death of a student and employee in a timely manner using the most appropriate communications to express sympathy and offer condolences to grieving employees, students and their families.
3. The purpose of this policy is to establish responsibilities concerning the notifications that need to be made to the various campus academic, administrative and service departments when a death occurs. The purpose is also to ensure coordination of actions in a timely manner, displaying sensitivity to the feelings of family, friends, and coworkers of the deceased.

B. SCOPE AND LIMITS

This Policy and the related Procedures delineates responsibilities and actions for the University in the event of the death of an employee, student and/or relative of an employee.

C. STATEMENT OF POLICY PRINCIPLES

1. The University is responsible for taking reasonable, appropriate and timely notification to the University community upon the death of an employee or a student, except in instances where the immediate family requests privacy.
2. The University will provide assistance to students and employees in dealing with grief in a timely and sensitive manner.

D. RELATED POLICIES & LEGISLATION

N/A

E. RELATED PROCEDURES

Refer to *HR4 Bereavement - Employees and Students Procedure*.