

Memorandum

Note de Service

6006-3 (Principal)

6006-3 (recteur)

12 December 2005

12 décembre 2005

Distribution List

Liste de distribution

**Bereavement Leave**(French translation under review  
Traduction française en cours)

1. While the Principal will retain final approval for such leave, the leave should commence as soon as the UT advises the Head of Department of the circumstances triggering it. Notification in person, by phone, in writing, or by e-mail with a copy to the Principal is all acceptable methods.
2. Normally, as such leave is a week or less, but circumstances, including but not limited to distance, may require longer periods. The Head should make an initial determination which is fair, understanding that we must not unreasonably refuse such leave requests.
3. Circumstances may require that the UT commence leave after providing notices, but before receiving a response from the Head. This is permitted.
4. Heads and Deans are encouraged to seek the advice of the Principal on appropriate arrangements for such leaves, but seeking such advice should not be a basis for any delay in the commencement of such a leave.

**OSB**

Dr. John Scott Cowan  
Principal

Distribution List  
Action  
Deans  
Department Heads  
Faculty Members

