



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Bereavement Policy

<b>Category:</b>	Member Benefits
<b>Date last Revised:</b>	November 2023
<b>Scheduled for Review:</b>	Spring 2026

### I. Overview

This policy outlines provisions for recognition of the death of a Member or a Member's family member or loved one.

### II. Authority

The Administrative Specialist is authorized to make memorial tribute purchases and the Senior Administrative and Faculty Relations Officer are authorized to make scholarship contributions, subject to the provisions outlined below.

### III. Eligibility

All Members of the Association are eligible.

### IV. Allotments

- i. On the death of a Member or family member or loved one, the MRFA may send condolences and provide a floral tribute or other memorial tribute of equivalent value in an amount not to exceed \$150, with this amount to be reviewed from time to time by the Finance Officer.
- ii. On the death of a Member, the MRFA shall make a memorial scholarship contribution of one of the following forms:
  - i. In the event there are minor children of the faculty member, a donation of \$1,500 per child will be made to an existing or new RESP;
  - ii. In the event there are post-secondary age children of the faculty member,, a donation of \$1,500 per child will be made to a bursary;
  - iii. Otherwise, a donation of \$1,500 will be made to the Mount Royal Foundation to endow the Mount Royal Faculty Association Memorial Bursary to be allocated based on financial need, or to another scholarship as deemed appropriate;
  - iv. The maximum donation per family shall be \$5,000, divided among these categories as appropriate.

### V. Process

Members, or their Department Chairs, may notify the Association when they become aware of the death of a faculty member or a Member's family member or loved one.