**CMAW Benefit Plan**
501 – 4445 Lougheed Hwy, Burnaby, BC V5C 0E4
Toll-Free: 1.844.366.2629 Fax: 604.433.8894
Email: cmaw@convyta.com

# BEREAVEMENT LEAVE CLAIM FORM

Benefits are payable to any member covered under the Employer paid regular plan and employed at the time of leave with an Employer that does not currently provide paid bereavement leave. The Plan will compensate up to a maximum of five (5) days leave from work at 75% of the Member's current rate.

| Name | Member Number |
|---|---|
| Address | |
| Postal Code | Phone Number |
| ☐ *Check box if this is a new address* | |

Bereavement leave is available in the event of the death of a member's immediate family.

**Relationship of deceased to member:** *(proof of death is required: include a copy of the obituary or death certificate with the claim)*

- ❒ Spouse (married or common-law)
- ❒ Father
- ❒ Father-in-law
- ❒ Brother
- ❒ Grandfather
- ❒ Grandchild
- ❒ Child
- ❒ Mother
- ❒ Mother-in-law
- ❒ Sister
- ❒ Grandmother

Name of deceased: _____ Date of death: _____

**You must have been working at the time of bereavement leave. Please complete the details of your employment and have your supervisor sign below.**

**Employer's name**: _____ Phone Number: (____)_____

Date/s of absence: ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___
*mm/dd/yr* *mm/dd/yr* *mm/dd/yr* *mm/dd/yr* *mm/dd/yr*

**Member is required to attach a copy of last Pay Stub**

**Supervisor confirmation of members' hourly rate of pay is required: $_____**

_____ _____ _____
Name of supervisor Signature of supervisor Date signed

**I certify that all the information on this claim form is correct. I consent to the CMAW Benefit Plan ("the Plan") using this personal information to adjudicate my claim. I understand that the Plan may contact the employer I have listed on this claim form to verify my employment.**

_____ _____
**Signature of member** **Date signed**

*Please note: Bereavement Leave is considered taxable income; you will receive a T4A slip for "other income" which must be included as income on your tax return for the calendar year it is received.*