

Bereavement Leave for an Immediate Family Member:

When a death occurs in an employee's immediate family, all regular full-time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled workday. The Company may, in unusual circumstances, require verification of the need for the bereavement leave.

Immediate Family Defined for Bereavement Leave:

Immediate family members are defined as an employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Non-Family Member Funeral Leave:

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered and granted by the employee's manager on a case-by-case basis.

The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled workday. The supervisor should confirm that the time is recorded accurately on the time cards. The Company may require verification of the need for the leave.

Additional Bereavement Time Off:

The Company understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her manager for an additional four unpaid days off in the instance of the death of an immediate family member.

Additional unpaid time off may also be granted depending on circumstances such as distance, the individual's responsibility for the funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased.

Individual employee circumstances may be discussed with the employee's manager and Human Resources to determine whether additional considerations are needed. It is the company's intention to support employees during their times of grief and bereavement.

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