

# **BEREAVEMENT LEAVE POLICY**

**Summit Digital Solutions, Inc.**

*Effective Date: January 1, 2024*

*Policy Number: HR-2024-BL-001*

*Version: 2.0*

## **1. PURPOSE AND SCOPE**

1. This Bereavement Leave Policy ("Policy") establishes guidelines and procedures for providing paid time off to employees of Summit Digital Solutions, Inc. ("Company") who experience the loss of a family member.

2. This Policy applies to all full-time and part-time employees who have completed their initial 90-day probationary period.

## **2. DEFINITIONS**

1. "Immediate Family Member" includes:

- Spouse or domestic partner
- Parent or step-parent
- Child or step-child
- Sibling or step-sibling
- Grandparent or grandchild
- Parent-in-law
- Son-in-law or daughter-in-law

2. "Extended Family Member" includes:

- Aunt or uncle
- Niece or nephew
- First cousin
- Brother-in-law or sister-in-law
- Any other relative living in the employee's household

## **3. LEAVE ENTITLEMENT**

### 1. Immediate Family Member Death

- Employees are eligible for up to five (5) consecutive working days of paid bereavement leave
- Leave must be taken within thirty (30) calendar days of the death
- Additional unpaid time may be granted at management's discretion

### 2. Extended Family Member Death

- Employees are eligible for up to two (2) consecutive working days of paid bereavement leave
- Leave must be taken within fifteen (15) calendar days of the death

### 3. Part-time Employee Provisions

- Part-time employees will receive prorated bereavement leave based on their standard weekly hours
- Calculation: (Standard weekly hours ÷ 40) × applicable leave days

## **4. NOTIFICATION AND DOCUMENTATION**

1. Employees must notify their immediate supervisor and Human Resources as soon as possible when requesting bereavement leave.

### 2. Required Documentation

- Copy of death certificate, obituary, or funeral program
- Documentation must be submitted within fifteen (15) business days of return to work
- Human Resources may request additional documentation as needed

## **5. COMPENSATION AND BENEFITS**

1. Bereavement leave will be paid at the employee's regular base rate of pay.

2. Bereavement leave will not be counted against:

- Paid Time Off (PTO) balance
- Sick leave accrual
- Vacation time accrual

3. Benefits continuation during bereavement leave:

- All benefits remain active and unchanged
- Service time continues to accrue

- Performance review dates are not affected

## **6. SPECIAL CIRCUMSTANCES**

### **1. International Travel**

- Additional unpaid time may be granted for international travel
- Requests must be submitted in writing to Human Resources
- Supporting documentation for travel requirements must be provided

### **2. Multiple Losses**

- In the event of multiple deaths within a 30-day period, Human Resources will work with the employee to determine appropriate leave arrangements
- Additional paid or unpaid leave may be granted on a case-by-case basis

## **7. CONFIDENTIALITY AND PRIVACY**

1. All bereavement leave requests and supporting documentation will be treated as confidential information.

2. Information will only be shared with those who have a legitimate business need to know.

## **8. POLICY ADMINISTRATION**

### **1. Human Resources is responsible for:**

- Policy interpretation and administration
- Maintaining leave records
- Ensuring consistent application
- Processing leave requests
- Reviewing supporting documentation

### **2. Supervisors are responsible for:**

- Initial leave request approval
- Coverage planning during employee absence
- Maintaining department productivity
- Supporting returning employees

## **9. COMPLIANCE AND REVIEW**

1. This Policy complies with all applicable federal, state, and local laws.
2. The Company reserves the right to modify this Policy at any time.
3. This Policy will be reviewed annually by Human Resources and the Legal Department.

## **10. EXCEPTIONS AND APPEALS**

1. Exceptions to this Policy may be granted by the Chief Human Resources Officer or designee.
2. Appeals regarding Policy application must be submitted in writing to Human Resources within five (5) business days of the decision being appealed.

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*Approved by:*

Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.

Director of Human Resources

Summit Digital Solutions, Inc.

Date: December 15, 2023