

***EAST PENN manufacturing co., inc.***

**EAST PENN POLICIES AND PROCEDURES MANUAL**

Revision No.: 2	Effective Date: 12/1/95	Page 1 of 2	Change # 1480
Approved By: Robert D. Harrop		Document No.: EPPM\PERS\SEC1\19A.DOC	

**Funeral Pay Policy**

EAST PENN Manufacturing Co., Inc. will compensate eligible employees for the loss of earnings due to a death in the family.

**Eligibility**

An employee must have completed sixty (60) continuous calendar days of full-time employment in order to qualify for Funeral Pay. However; if a death should occur in the employee's family within the first 60 days of employment, the employee will be granted excused time off without pay.

**A. Allowable Days:**

1. Three (3) days with pay: Parent, Step-Parent, Spouse, Child, Step-Child, Brother, Step Brother, Sister, Step-Sister.
2. Two (2) days with pay: Grandparent, Grandchild, Parent-In-Law, Step Parent-in-Law.
3. One (1) day with pay: Great-Grandparent, Great-Grandparent-In-Law, Grandparent-in-law, Son or Daughter-In-Law, Brother or Sister-In-Law, Step-Grandparent, Step-Grandparent-in-law or other blood relative residing in the same household.

**B. Payment Amount:**

Pay is calculated at eight hours (8) of average rate of pay and will be credited as hours worked for the purpose of computing overtime. In the event that the funeral occurs in conjunction with a paid holiday or vacation, no pyramiding of pay shall be allowed.

**C. Miscellaneous:**

1. Paid funeral days must be taken within five (5) working days of the funeral. The employee will receive payment on the weekend days if the weekend days are the normally scheduled working days for the employee.
2. If an employee is notified at work of a death in the family, the employee would be excused for the day and would have the option to use one of his/her paid days under this policy or be excused for the day without pay.
3. When returning to work from funeral leave, the employee is required to show the Plant Manager verification of the absence (newspaper article or funeral memorial) in order to receive proper payment and/or excused absence according to the policy.
4. If additional time is required for bereavement and/or travel purposes, the employee shall contact the Plant Manager for approval.

If an employee wishes to attend the funeral of a friend or family member who is not covered under the paid days, the employee may be granted up to one full day off as excused and **unpaid** with proper documentation and prior notification and approval.

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**Record of Revisions**

<b>Revision #</b>	<b>Revision Date</b>	<b>Description</b>
2	11-10-11	Change Number 1480 updated header and footer information

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