



8.6 Bereavement Leave

The Company provides paid time off to an employee who must attend and/or manage the arrangements associated with the death of a close family member.

1. Definition of Close Family Member

For purposes of this policy, “close family member” is defined as spouse, domestic partner, natural or adopted child, stepchild, parent, stepparent, parents-in-law, sibling, grandparent, or any person with whom the employee shares a close relationship.

2. Eligibility

All employees are eligible for bereavement leave.

3. Paid Time Off

Employees are generally allowed up to three days of paid bereavement leave to attend to the funeral of a close family member. In the event of the death of a spouse, domestic partner, parent or child, the employee may be allowed up to one week of paid time off. All requests for bereavement leave must be approved by the employee’s supervisor and HR business partner. The appropriate amount of paid leave will be determined at the time of approval. Bereavement leave will be paid at the straight-time rate.

4. Documentation

The Company reserves the right to request proof of death and evidence of the employee’s attendance at the funeral service.