

## 8.6 Bereavement Leave

Bereavement Leave provides paid and unpaid time off for an employee who must attend the funeral and/or manage the arrangements associated with the death of a family member.

### 1. Eligibility

All employees of The Heritage Group Family of Companies are eligible for bereavement leave. Union employees should refer to their collective bargaining agreement.

### 2. Relationships Covered

- a. Immediate Family members include Spouse, Domestic Partner, Child (natural, adopted, stepchild, and including miscarriage or stillbirth), Parent, Step-parent, Sibling, Step-sibling.
- b. Extended Family members include Grandparent, Great-Grandparent, Grandchild, Grandparent-In-law, Parent-in-law, Daughter-in-law, Son-in-law, Brother-in-law, Sister-in-law.

### 3. Paid Time Off

Bereavement Leave for Immediate Family members is up to 5 days and for Extended Family members is up to 3 days. Bereavement pay for each day is equal to base pay for the number of hours normally scheduled to work in a day and does not include other compensation such as incentives, shift premiums, bonuses, or overtime. For part-time employees working variable amounts of hours in a normal day, Bereavement Leave is 4 hours of base pay per day.

An employee desiring time off in excess of the Bereavement Leave benefit may request manager approval to use available paid time off or unpaid time off if paid time off is insufficient to cover the requested time.

If an employee is eligible for bereavement leave under state law and Bereavement Leave under this policy, the leaves will run concurrently. Employees on a leave of absence are not eligible for Bereavement Leave and cannot extend a leave of absence by adding bereavement days to the end of the leave of absence.

### 4. Process

Employees should notify their manager as soon as possible of time off needs on scheduled workdays. The Company reserves the right to request proof of death and/or evidence of the employee's attendance at the funeral service.