



Bereavement Leave Policy

Bereavement leave is available to team members after the death of a loved one. Due to the changing landscape of the family unit, “loved one” is subject to a broad definition and is intended to include more persons than just immediate or blood-related family members.

All team members are eligible for up to five (5) days of bereavement leave for each instance of the death of a loved one. Bereavement leave may include non-consecutive days, but all bereavement leave must be completed within three months of the date of a loved one’s death.

In each calendar year, two bereavement leave instances may include paid time off, subject to the following:

- If the bereavement instance involves in-state services, then the team member is eligible for up to three (3) of the five (5) days of leave to be paid.
- If the bereavement instance involves out-of-state services, then the team member is eligible for up to five (5) days of leave to be paid.
- Team members who are already on a leave of absence are not eligible for paid bereavement leave.
- If a company-observed paid holiday falls during the leave, then it will be included as part of your bereavement leave days.

Any leave associated with a third or more bereavement instance within a calendar year will be unpaid, unless the team member has and chooses to use other paid leave available to the team member (e.g., vacation).



Compensation for paid time off during bereavement leave will be based on a team member's group classification, as follows:

Group	Bereavement is Paid at Your Regular Rate
1	8 hours per day
2	6 hours per day
3	4 hours per day
4	4 hours per day

Requests for bereavement leave should be submitted to your manager or direct supervisor. If you need additional time off, then please contact your manager or direct supervisor for approval of vacation, unpaid time off, or other leave available under applicable laws.

Team members may be asked to provide documentation – including, but not limited to, a death certificate, published obituary, or memorial services from a mortuary, funeral home, burial society, or religious institution – of the death of a loved one. If requested, then such documentation must be provided within thirty (30) days of the first day leave was taken.