



TEAM MEMBER GUIDE

504 BEREAVEMENT LEAVE

Paid bereavement leave may be granted to all active Team Members (both full-time and part-time with a regular schedule) after they have worked for the Company for at least two consecutive weeks.

Saturdays or Sundays are not eligible for paid bereavement leave. The two days of paid bereavement leave do not have to be taken consecutively. A partial day of bereavement leave taken will be counted as a full day of bereavement leave. Unused paid bereavement leave days cannot be carried over into the next calendar year.

Paid bereavement leave may be taken at the time of the family member's death, or sometime later to attend a funeral or memorial service. It can also be taken to attend to estate matters.

Up to two days of paid bereavement leave per family member may be taken each calendar year in the event of the death of the following family members:

- spouse (includes both married and unmarried couples, of the same or opposite genders)
- parent, step-parent or foster parent of the Team Member or the Team Member's spouse
- child, step-child or foster child of the Team Member or the Team Member's spouse
- grandparent, step-grandparent, grandchild or step-grandchild of the Team Member or the Team Member's spouse
- spouse of the Team Member's child
- brother or sister of the Team Member

Team Members must provide evidence that they are eligible for paid bereavement leave to the Human Resources Department. This may take the form of a death certificate, a notification from a funeral home, a published obituary, a copy of a printed program from a memorial service or communication from a legal office setting up an appointment to discuss estate matters.

In circumstances where more bereavement leave is required, the Team Member must obtain **prior** approval from the Manager to be away from work (a written request which includes the Team Member's expected return to work date must be submitted for approval). These extra days of bereavement leave are not paid by the Company. If there are changes to the approved return to work date, the Team Member must notify the Manager and receive updated approval **prior** to their previously scheduled return to work date. Team Members are required to maintain communication with the Manager during their bereavement leave. If the Team Member does not communicate with the



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Manager and does not return to work on their scheduled return to work date, the Team Member will be deemed as having abandoned their position with the Company (*for further details please see section "902: Job Abandonment" of the Team Member Guide*).

The BE code must be used when reporting bereavement leave on web timesheets.