Leave Due to Death in the Family

Effective date: 01/01/2003
Revision date: 12/01/2019

Purpose
The Company allows paid time off to employees who experience a death in the family.

Eligibility
The Policy applies to all regular full-time and regular part-time employees on the U.S. payroll. Temporary or intermittent employees are not eligible for leave provided by the Policy. To assist with employee eligibility determination, refer to U.S. Employment Status Policy.

Note: Employees represented by a collective bargaining agreement are eligible where provided for under the terms of an applicable collective bargaining agreement.

Definitions
Immediate Family is defined as the employee's:

- **Spouse:** One of the parties of a legal marriage, including common law marriage, where it is recognized.
- **Domestic Partner:** As defined by applicable state law or the Company's benefit plans.
- **Son or daughter:** A biological, adopted, or foster child, a stepchild or a legal ward of the employee or the employee's spouse/domestic partner, or a child of whom the employee or the employee's spouse/domestic partner has legal responsibility (locus parentis).
- **Parents:** A biological, adoptive, step or foster father or mother, or any other individual who has the legal responsibility (locus parentis) to the employee or employee’s spouse/domestic partner when the employee or employee’s spouse/domestic partner was a son or daughter as defined above.
- **Sister or brother:** A biological, adoptive, step or foster sister or brother of either employee or employee’s spouse/domestic partner.
- **Grandparent, grandchild, daughter-in-law, or son-in-law** of the employee or the employee’s spouse/domestic partner.
- Any other person, whose relationship to the employee is or has been such as to justify the employee’s absence, provided special approval of the employee’s supervisor is first obtained.

General Provisions
A maximum of four workdays, with supervisor approval, can be provided for employees who have a death in their Immediate Family. In cases where the employee is required to travel long distances, the supervisor may approve an additional workday for travel in each direction.

Employees should notify their immediate supervisor as soon as possible of an absence, but in no event should more than 24 hours elapse before the supervisor is notified of an absence from duty.

The allowance is per occurrence and does not have to be taken in consecutive days.

If an employee is on vacation when the death of an Immediate Family occurs, the employee will not be required to return from vacation before the Policy benefit begins.

Pay will be calculated on the straight-time rate of the employee’s regular work classification for normally scheduled work hours, exclusive of shift differential.

Time off under this benefit is not considered as time worked for computing overtime.

Benefits for a death in the family are separate and distinct from benefits due to Serious Illness in the Immediate Family or an employee’s illness. Absences due to one cause shall not be charged against the benefits available for another cause.

Employees may be allowed time off without pay to attend the funeral of relatives not included under this Policy with the approval of the employee's supervisor or manager.

Questions
If you have questions, contact HR Connections. For immediate assistance, call 877-812-7547.

The Company establishes programs, policies and procedures appropriate to the business needs and requirements of its various operations and organizations (the "Policies"). Different Policies than those shown here may apply to subsidiary company employees based on business needs, local customs, contractual agreement, or legal requirements. The Company reserves the right to change, amend, or terminate any of the Policies at any time, without notice, subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. The information provided is not intended to supersede applicable local, state or federal law or the terms or provisions of any current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail. If there are any discrepancies or conflicts between this information and the terms of the official Policies or any underlying insurance contracts, the official Policies and insurance contracts will control your actual benefits. Employees should confirm that the Policies accessed here apply to them and/or their organization before taking any actions.