



## Bereavement Leave Policy

### Purpose

The Company recognizes that the loss of a loved one is a difficult time, and team members need time to grieve and handle personal matters. To support team members, paid bereavement leave is provided for the death of an immediate or extended family member.

### Eligibility

Team members regularly scheduled to work at least 25 hours per week are eligible for up to three (3) days of bereavement leave per calendar year.

A “paid day” is based on the team member’s usual base pay, reflecting normal scheduled hours for hourly team members, excluding overtime or other compensation.

### Family Members Covered

- Spouse
- Parent
- Mother/Father In-law
- Grandparent
- Grandparent In-law
- Child
- Sibling
- Brother/Sister In-law

### Documentation

Team members should request Bereavement leave in Paylocity and provide documentation of the loss, such as a funeral program, obituary, or other supporting information to Human Resources for Bereavement approval in Paylocity.

*Note: The Company may provide additional unpaid time off if needed, and will comply with all applicable state and local laws regarding bereavement leave.*