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1.0 Purpose

The Bereavement Leave Policy establishes uniform guidelines for providing leave and paid time off to employees for absences related to the death of immediate family members, fellow employees, or retirees of Metro Plastics Technology (Metro).

2.0 Policy Scope

All Regular, Full-time, and Part-time employees are eligible for benefits under this policy.

3.0 Procedures

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor or Human Resources as soon as possible. If employee leaves work early due to being informed of a death, that day will not be counted as bereavement leave. Leaving work early due to a death will not result in “pointing” under the Attendance Policy.

In addition to bereavement leave, an employee, with his or her supervisor’s approval, may use accrued PTO for additional time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regards to their bereavement leave.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, bonuses, or overtime.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to (3) three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee’s spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.

- Employees are allowed (1) one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, spouse's grandparent, or grandchild.
- Employees are allowed up to (4) four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the company.

4.0 Policy Owner

The Human Resources Department is responsible for the administration of this policy. Exceptions to this policy will be reviewed on a case-by-case basis and approved by Human Resources and the President, Metro Plastics.