

Policy:	Bereavement	Policy Reference and Revision Number:	HR 023 Rev 000
Department:	Human Resources	Effective Date:	08/01/2021
Authorized By:	SVP Human Resources	Page:	Page 1 of 1

PURPOSE

To establish uniform guidelines for providing paid Bereavement Leave to employees for absences related to immediate family members' death and family needs.

POLICY

BWC Terminals (the “**Company**”) offers paid bereavement leave to full-time employees upon the loss of an immediate family member in accordance with the following guidelines:

- up to five (5) days off in the event of death of a spouse/domestic partner, child (whether biological, foster or step), parent, or a sibling;
- up to three (3) days off in the event of death of a grandparent, grandchild, a spouse’s or domestic partner’s father or mother, son-in-law, daughter-in-law, sister-in-law or brother-in-law;
- up to one (1) day in the event of death of a relative or domestic partner’s relative not a member of your immediate family, such as an aunt, uncle, cousin.

Bereavement leave will not be paid when the employee is on a leave of absence, not working due to a Company holiday, or otherwise on an unpaid leave of absence.

PROCEDURE

- Requests for bereavement leave should be made to an employee’s immediate supervisor.
- Employees may be requested to provide a dated clipping or notice of the funeral.
- Employees may use earned PTO with their supervisor’s pre-approval if additional time is needed.

CONFLICTS

To the extent that this policy conflicts with federal, state, and local laws, regulations or collective bargaining agreements, this policy shall, for application within the relevant jurisdiction, be deemed to be amended to comply with local laws, regulations, or collective bargaining agreements.