


<p>Owner: Manager, Employee Relations Local Contact: HR Manager/Business Partner</p>	<p>DEATH IN THE FAMILY LEAVE OF ABSENCE POLICY – U.S.</p>	<p>Policy Center </p>
<p>Approver: Senior Vice President, Human Resources</p>		<p>Date Issued/Revised: 07/01/2016</p>

If you have questions, please contact: [HR Connections](#) at 855-480-6634 or 918-977-7905.

I. PURPOSE

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

II. ELIGIBILITY

This Policy applies generally to U.S. based Non-Represented [regular full-time](#) and [regular part-time](#) employees, as well as Represented Employees where provided for under the terms of an applicable collective bargaining agreement. The Policy does not apply to Store employees.

III. GENERAL PROVISIONS

With supervisor approval, a maximum of 4 workdays off is allowed to arrange and/or attend the funeral of an Immediate Family member.

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.

In those cases where the employee is required to travel long distances, the supervisor may approve one additional workday for travel in each direction if the employee travels on a workday.

If an employee is on vacation when the death of an Immediate Family member 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.

IV. DEFINITIONS

Immediate Family is defined as the employee's:

- **Spouse:** A husband or wife as defined or recognized under State law for purposes of marriage in the state where the employee resides, including common law marriage where it is recognized.
- **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 (*loco parentis*).
- **Parents:** A biological, adoptive, step or foster father or mother, or any other individual who has the legal responsibility (*loco 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.
- **Domestic Partner:** as defined by applicable state law or the Company's benefit plan.
- **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.

Non-represented Employee: employee not represented by a collective bargaining agreement.

Represented Employee: employee represented by a collective bargaining agreement.

Store employee: employee in a job classified as retail marketing store (including store manager and store manager in training) in the personnel systems of the employer.

Policy Contact: Human Resources
 Employee Relations

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