

<p><b>Owner:</b> Manager, Employee Relations  <b>Local Contact:</b> HR Manager/Business Partner</p>	<p align="center"><b>SERIOUS ILLNESS IN FAMILY POLICY – U.S.</b></p>	<p>Policy Center </p>
<p><b>Approver:</b> Senior Vice President, Human Resources</p>		<p><b>Date Issued/Revised:</b> 07/01/2016</p>

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

**I. PURPOSE**

Employees are allowed paid time off to attend to a serious illness in the employee’s Immediate 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**

**Paid Leave due to a serious illness** in the family is granted in the following situations:

- The day of an Immediate Family member’s surgical procedure;
- When an Immediate Family member’s condition is grave and death is considered imminent as determined by the Immediate Family members attending physician;
- The day of the birth of the employee’s child;
- The day(s) an Immediate Family member is in a critical care unit (CCU), intensive care unit (ICU) or neonatal care unit (NICU);
- The day an Immediate Family member receives emergency room treatment.

A maximum of 5 workdays off (regardless of scheduled hours in a workday) is allowed per calendar year; and can be taken in 1/2 day increments.

This Policy does not apply to time off for usual childhood or adult illness, to drive the Immediate Family member to a doctor, to care for an Immediate Family member during convalescence or to stay with a small child during the convalescence of a Spouse.

Pay will be based on the straight-time rate of the employee's regular work classification for normally scheduled hours.

Time off under this Policy is *not* considered as time worked for computing [overtime](#).

If a Serious Illness in the Family occurs while an employee is on [vacation](#), the employee must complete the scheduled [vacation](#) before benefits under this Policy are payable.

Serious Illness in the Family benefits and a [Family Medical Leave of Absence](#) must run concurrently if all eligibility provisions for both are met.

#### 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.

**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.

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Policy Contact:            Human Resources  
                                 Employee Relations

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