

Revision Number A
Revision Date 01-01-2000
Revision Number B
Revision Date 01-15-2003

Policy Number 230

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective Date: 01-01-2000 Supersedes Policy No. _____ Date: _____

SUBJECT: BEREAVEMENT LEAVE

Objective: The objective of this policy is to establish the requirements, the pay status, the time lengths and the employee family members who are to be included for consideration under bereavement situations.

Scope: This policy applies to all locations of the Bachman Machine Company and its subsidiary operations

Policy Statement: The Bachman Machine Company recognizes that employees have special needs and considerations when faced with the death of an immediate family member and/or a close personal friend. Extenuating circumstances and other family requirements often require the time and attentions of various family members who are Bachman employees to be absent from work to attend to these matters. With this in mind, the Bachman Machine Company establishes this policy to provide for both "Paid" and "Unpaid" time from an employee's regular work schedule for the purpose of attending to these bereavement activities.

Paid Bereavement Leave Eligibility: All full-time employees with at least thirty (30) days of Company service are eligible to be "Paid" up to a maximum of three (3) consecutive days pay for the purpose of making funeral arrangements or for attending to other bereavement matters. In some situations, the employee may be authorized one or more days of bereavement leave "Without Pay" to attend to bereavement matters.

Conditions of Bereavement Leave: Bereavement leave pay of up to three (3) consecutive days will be authorized to an employee who has had a death in the "Immediate Family" and requires the time away from work to attend to bereavement matters. Bereavement Leave will be paid at the regular straight-time rate of pay, plus

any applicable shift premium, and for an eight (8) hour workday. Time paid under this

policy shall be for an employee's regularly scheduled workday and must include the day of the funeral. For the purpose of this policy, paid bereavement leave will be authorized upon the death of the following "Immediate Family" members:

Spouse	Parent	Step-parent	Brother	Step-brother
Child	Step-child	Step-sister	Sister	
Employee's grandparent				

Other Designations of Family Members: Bereavement Leave of one (1) day will be authorized and paid to an eligible employee primarily to attend funeral services and/or other ceremonies for the following other family members:

Mother-in-law	Father-in-law	Sister-in-law
Brother-in-law	Spouses Grandparent	Grandchild

Bereavement leave of one (1) day, "Without Pay", will be authorized for those eligible employees who choose to attend the funeral services, other ceremonies and other bereavement activities of the following family members/close personal friend:

Uncle	Aunt	Nephew	Niece	Cousin
Close personal friend.				

The time spent off work for this bereavement day will be non-paid and will constitute an excused absence for purposes of the attendance policy.

Additional Bereavement Leave: Often times a death in the family or of a very close friend or acquaintance may require additional time off from normal work activities to attend to personal matters, family business matters, or to just grieve your loss. Should an employee require time off over the prescribed one, two or three days of bereavement leave, he/she should contact his/her immediate supervisor as far in advance as possible prior to the actual time required and request the additional time off "without pay". The decision to approve the additional time off will be at the discretion of the supervisor and based upon the production demands and departmental needs at that time. If approved, the additional time off should not exceed a total of

seven (7) workdays, including any previously paid or unpaid bereavement leave authorized.

Additional Requirements: In order to establish the relationship of the deceased family member to the employee and to establish the applicable date of death and/or funeral, the employee must submit a written or printed form of documentation to his/her **supervisor** upon returning to regular work duties. This documentation is readily available at no cost to the employee and is a common service provided by most all reputable funeral homes or mortuaries. This documentation is used to verify the employee's need for bereavement leave, establishes the pay authorization and is an administrative backup document used in payroll audit situations.

Effect: The effect of this policy shall be to:

- Recognize the needs of an employee and /or their family members during the time of bereavement situations and to provide the necessary time away from work to attend to these bereavement and personal activities.
- Make known the established time lengths for both the “Paid” and “Unpaid” bereavement leaves.
- Establishes the rates of pay for “Paid” bereavement leaves and the additional requirements necessary to determine the compensation and eligibility for bereavement leave.
- Define the employee’s “Immediate Family” and the other designations used for the purpose of determining the bereavement leave pay status for members other than the immediate family who have become deceased.
- Establishes a personal leave provision for additional unpaid time off of work beyond the paid or unpaid bereavement leave for the purpose of those employees requiring additional bereavement or personal time off to attend to family or other personal matters regarding a recent death.