

LEARNING NEVER ENDS

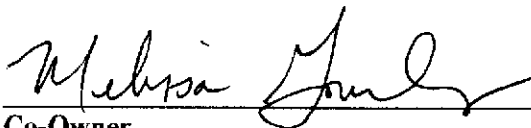
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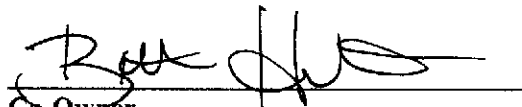
Bereavement Policy

LNE will grant funeral leave in the event of death in an employee's immediate family. Eligibility for funeral leave benefits begins with the first day of the full-time employment.

Procedure:

- A. The employee is responsible for notifying his or her immediate supervisor and HR Department as soon as possible when a death occurs in the family.
- B. Employees may receive up to three (3) regularly scheduled consecutive days of funeral leave for the immediate family. Full-time employees requesting time off under funeral leave will be paid based upon the employee's regular pay rate and scheduled shifts. For example, an employee who works a ten (10) hour shift will be paid ten (10) hours funeral leave for every shift he or she is off work. An employee regularly scheduled to work eight (8) hours will be paid eight (8) hours funeral leave for every shift he or she is off work.
- C. Immediate family is defined as spouse, parent, grandparent, brother, sister, child, stepchild, foster child, grandchild, mother-in-law, father-in-law, stepmother, stepfather, stepbrother, stepsister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and guardian. Granting funeral leave outside of the "immediate family" definition, such as aunt/uncle or niece/nephew must be approved by the Program Director, Human Resources Director, or CEO/Owners.
- D. In the event an employee requests additional time off to attend the funeral of other relatives not eligible as defined above, the supervisor may permit time off without pay and/or use of PTO hours. In all cases, the employee is responsible for keeping the supervisor informed of the anticipated duration, and if need complete a LOA form for approval.
- E. Time off without pay may be granted to part-time or temporary employees based on the guidelines of this policy.
- F. LNE may request proof of the relationship and/or proof of attendance at the funeral, such as an obituary clipping, funeral card, or other similar document.
- G. Time off for funeral leave must be documented on PTO Request form and noted as zero (0) hours or hours available.


Co-Owner


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