



4.2 DEATH IN THE FAMILY – FUNERAL LEAVE

Employees who have completed 1 year of continuous employment and are in good standing are eligible for a maximum of 3 paid days off for scheduled shifts missed in the event of a death in the immediate family (spouse, parent, parent-in-law, child-in-law, sibling-in-law, child, stepchild, step-parent, step-sibling, grandparents, grandchild, sibling and any relative or significant other living in the same household).

LADD will pay up to 8 hours per day for a 24-hour maximum for scheduled shifts missed during the identified bereavement time. Employees will work with their direct Manager to identify the three days of bereavement time they are requesting. If the 3 days off occur during a holiday period, employees are paid at the base rate only.

This policy is to be handled individually with Management. It is not designed to be restrictive. This policy applies to only those employees who have completed 1 year of continuous employment. Employees must be in good standing with the company to receive this benefit.

To be paid an employee must submit to Management appropriate documentation to verify that the funeral or memorial took place, along with dates and their relationship to the deceased person. Management will process the request with the Human Resource Department, and Human Resources will add the benefit to the employee's timecard.

Flex-Time and Funeral Pay cannot be used for the same day. Flex-time can be used along with funeral pay if more time is needed for grieving with Management approval.

LADD

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