

# REQUEST FOR BEREAVEMENT LEAVE

ROUTE TO:  
SUPERVISOR  
HUMAN RESOURCE MGR.  
HUMAN RESOURCE SECRETARY

DATE: \_\_\_\_\_

TEAM MEMBER: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATES THAT YOU WILL BE OFF: \_\_\_\_\_

FUNERAL LOCATION, DATE AND TIME: \_\_\_\_\_

NAME OF DECEASED: \_\_\_\_\_

RELATIONSHIP OF DECEASED: \_\_\_\_\_

FUNERAL HOME NAME: \_\_\_\_\_

\_\_\_\_\_  
ADDRESS CITY

WOULD YOU OBJECT TO HERITAGE PRODUCTS, INC. POSTING A NOTICE OF THIS DEATH IN YOUR FAMILY?

- YES
- NO

If death should occur in your immediate family i.e., spouse, child, step-child, parent or step-parent, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, current spouse's parent, grandparent and grandchild, you may be given up to a maximum of three (3) days, normally from the day of death to the day of the funeral. Paid funeral leave is for time lost from your normally scheduled workweek excluding Saturdays and Sundays.

Unpaid leaves beyond the 3-day maximum bereavement leave, must be approved by the Human Resource Manager. If your regularly scheduled work shift is "A" shift, your Supervisor may authorize your absence the night of the funeral. This may be paid or unpaid dependent on whether that absence is included in the 3 day maximum or not.

Your pay will be for time lost due to the death and will not exceed (8) hours per day at your straight time hourly rate, provided you attend the funeral and bring documentation to your Supervisor when you return to work. You will not be paid for funeral leave on days for which you are otherwise compensated (holidays, vacation etc.) One of the 3 bereavement days must be either the day of death or the day of the funeral.

You may cancel a previously scheduled vacation day(s) if a death in the family occurs and bereavement days are taken.

"All leaves for bereavement must be approved by the Human Resource Manager".

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
HUMAN RESOURCE MGR. SIGNATURE