



# Be Present

## Bereavement Policy

Team members may be provided paid time off for making final arrangements, bereavement and/or attending the funeral or memorial service of a family member. We understand that every circumstance is different and will be considered individually. Any time requested outside of these guidelines will be determined between the team member, Human Resources, and their supervisor.

**Full-time team members are eligible for Bereavement based upon the following paid days:**

10 days	For a spouse or child
5 days	For a brother, sister, parent, or grandchild
3 days	For a father/mother/brother/sister-in-law, grandparent, aunt, or uncle
1 day	For a cousin, niece, or nephew

Bereavement requests are submitted through ADP for supervisor approval and tracking.

To request time off, a team member would log in to ADP, selecting Myself - Time Off - My Time Off. In the time off request, the team member would select Bereavement as the Time off Policy then completing the request with the appropriate number of requested days.



**Family Impact  
Benefits Program**

