

BEREAVEMENT LEAVE

While we hope none of our employee-owners need it, we know there will be a time when you may lose an immediate family member and need some time to attend to services, grieve and handle estate issues. To help you through that time, ESS provides you with paid bereavement days.

ELIGIBILITY

All active, full-time employee-owners working an average of 30 or more hours a week are eligible. Part-time, intern and temporary positions are not eligible.

TIME AVAILABLE

Eligible employee-owners may take up to three consecutive paid days off (1 day = 8 hours) in the event of the death of the following immediate family members:

- Employee's spouse
- Child
- Stepchild
- Parent
- Stepparent
- Father-in-Law
- Mother-in-Law
- Son-in-Law
- Daughter-in-Law
- Brother
- Sister
- Stepbrother
- Stepsister
- Grandparent
- Grandchild

GUIDELINES

- Eligible EOs must have successfully completed thirty (30) days of service with the company before using Bereavement Leave and be actively working at the time of the leave.
- EOs who wish to take time off due to the death of an immediate family member should notify their supervisor as soon as possible. Supervisors will contact Human Resources for assistance.
- Bereavement leave must be taken in consecutive days and one day of the leave period should be the day of the services.
- In addition to bereavement leave, an EO may request additional PTO time and/or if eligible, an unpaid personal leave of absence (LOA) following all guidelines associated with those policies. Requests for additional time outside of PTO or a personal LOA will be considered on a case-by-case basis and at the discretion of branch management.
- Pay for bereavement days is not included in overtime calculations and will be calculated based on the employee-owner's regular rate of pay.
- ESS may request additional documentation associated with the services as appropriate.