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| BEREAVEMENT LEAVE | | | | NO. 446 | |
| The facility will give employees up to three days off with pay in the case of a death of an employee's parent, child, spouse, brother, sister, or guardian; in the case of a death of an employee's grandparent, grandchild, mother/father in-law, one paid day will be awarded. Actual number of days granted will be contingent on administrative approval based on situation-specific variables.  Child Bereavement:  It is the policy of Winning Wheels, Inc., to give up to 10 work days of unpaid leave to attend the funeral, or its alternative, of a child, to make arrangements resulting from the death of a child or to grieve the death of a child, as in accordance with the law. The employee must provide, if reasonable and practicable, 48 hours advance notice of an intention to take bereavement leave; the employer may require reasonable documentation in support of the leave. If an employee suffers the death of more than one child in a 12 month period, they are entitled up to 6 weeks of bereavement leave during the 12 month period, in accordance with the law. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:    1 of 1 |