



## Bereavement Policy

*Effective January 1, 2023*

At Trident, we care for each other like family – our livelihoods, and often our lives, depend on it; this spirit of caring extends through time of loss. Losing a loved one can be an emotional and difficult event. Trident's Bereavement Policy is in place to provide the necessary time for an individual to grieve, spend time with loved ones, and tend to personal affairs following the death of a family member.

Individual must be a regular, full-time employee to qualify for Bereavement leave. For the purpose of this policy, eligible family members include spouse, domestic partner, mother, father, brother, sister, children (biological, adopted, foster, stepchild regardless of age or dependency), grandparent, grandchild, stepparent, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law or brother-in-law.

Should a death occur in your immediate family, you will be compensated at your base rate of pay for regularly scheduled hours during each day of absence of:

**A maximum of five (5) days.**

Payment will only be made for days you were scheduled to work during this period of time at straight time (base salary). Bereavement leave will not contribute to hours worked when calculating overtime.

Additional time off may be available with supervisor's approval. You may use your available sick or vacation accruals or take unpaid time to extend your leave. Extended bereavement leave will be considered a personal leave of absence.

Documentation of your family member's death may be required. Failure to provide requested documentation within seven (7) working days of the later of the day of request or returning to work may cause the time off to be treated as unpaid, unexcused absence, until such documentation is provided.

Bereavement leave can be used for the following reasons:

- Personal mourning
- Arrangement of a funeral, memorial service, or ash ceremony
- Attendance of a funeral, memorial service, or ash ceremony
- Resolving matters of inheritance
- Fulfillment of family obligations related to your family member's death

You have up to one year after your family member's death to use the five (5) paid days of bereavement leave.