

## Bereavement Leave Policy

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### 1.0 Purpose:

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate and extended family members.

### 2.0 Policy:

- 2.1 All eligible employees are permitted up to five days, with pay, for bereavement time and to attend the funeral of an immediate family member. The allotted days off with pay do not have to be consecutive; however, the time must be used within 30 days of the death of the family member, unless there are extenuating circumstances that necessitate additional time (i.e., state specific burial laws).
- 2.2 Five days of paid bereavement leave will be allotted in the case of a death of a family member. Covered family members include:
1. Spouse, Domestic Partners (including same-sex domestic partners)
  2. Child, Dependents (i.e. Step-child), Grandchild
  3. Sibling, Brother-in-law, Sister-in-law
  4. Parent, Step-parent, Parent-in-law
  5. Any relative living in the household of the employee
- 2.3 Employees are permitted up to three days off from regular scheduled duty, with pay, in the event of death of an employee's Grandparent or Grandparent-in-law.
- 2.4 All bereavement leave must be approved by a supervisor. The Company may request verification of the facts surrounding the leave and grant or deny the leave, as appropriate.
- 2.5 Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor's approval, use any available paid time off to cover additional time off as necessary or to attend services for extended family not covered by this policy.
- 2.6 Bereavement pay is calculated based on the base pay rate at the time of absence and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

### 3.0 Eligibility:

- 3.1 All regular, full-time employees are eligible to receive bereavement pay for their normally scheduled work day (8 Hours), at their regular rate.
- 3.2 Part-time employees who work an average of 20-29 hours per week are eligible for bereavement pay at half the number of hours per scheduled work day (4 hours).
- 3.3 Temporary employees and employees working less than 20 hours per week are not eligible to receive bereavement pay.

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3.4 Employees who are on a leave of absence are not eligible to receive bereavement pay while on leave.

### 4.0 Procedure:

4.1 An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. The employee is expected to provide documentation of need for bereavement leave (e.g. death certificate, copy of obituary, etc.).

4.2 The supervisor must annotate bereavement leave usage on the employee's time card and follow up on collecting verification. Once obtained, supervisors should forward documentation to Human Resources for filing in the employee's personnel records.

**5.0 Plexus may, at any time, in its sole discretion, change, modify or vary from anything stated in this policy, with or without notice. Nothing contained in any policy, procedure or work rule of Plexus shall negate any and all rights under Arizona's "At Will" statutes.**

APPROVED BY:	SIGNATURE:	DATE:
Mary Beth Reisinger, Chief Human Resources Officer		
Will Franks, Director of Human Resources		