



TITLE:	Bereavement Policy
EFFECTIVE DATE:	January 1, 2022
BUSINESS AREA:	Human Relations
COVERED:	Full-time/Part-Time; Non-union/Union; Salaried/Hourly; U.S./Canada

I. PURPOSE AND SCOPE

Bimbo Bakeries USA (“BBU” or the “Company”) understands the deep impact that death can have on an individual or family and provides associates the appropriate time to begin the grieving process, prepare for and attend a funeral, and/or to attend other post-death matters.

II. POLICY

Full-time and part-time non-union associates may take up to three days of paid bereavement leave for the passing of an immediate family member.

For bereavement purposes, “immediate family” means the associate’s:

- Spouse
- Parent (including step-parent)
- Child (including step-child)
- Brother or sister
- In-Law (including parent, brother, sister, son or daughter)
- Grandparent
- Grandchild

III. PROCEDURE/RESPONSIBILITIES

Associates who wish to take time off due to a death of an immediate family member should notify their supervisor as soon as possible. The associate may take additional time outside of bereavement leave, using their available Paid Time Off (subject to supervisor’s approval) as necessary.

- Bereavement leave will normally be granted unless there is business reason that requires the associate to be at work.
- Bereavement leave must be taken within fourteen (14) days of the immediate family member passing (unless extenuating circumstances exist; subject to Human Relations approval).
- While on a paid bereavement leave, the associate will receive their regular rate of base pay.
- Part-time associates are eligible for bereavement leave in proportion to the number of hours they are regularly scheduled to work.
- If associate leaves work early on the day they are notified of the passing of their immediate family member, that day will not count as part of the bereavement leave.
- The Company reserves the right to require verification of the need for bereavement leave.