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## **IBEW SCU-8 Bereavement Pay Policy**

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### **Purpose**

Duke Energy is committed to providing safe, reliable, competitively priced electricity and outstanding customer service. To achieve these commitments employees must be available and productive in the workplace. There are situations where absences from the workplace are appropriate and support the need to effectively balance work and personal life.

This policy provides guidance on paid time available to employees for bereavement related the death of a family member, including attending the funeral and settling affairs.

### **Eligibility**

All regular full-time, fixed term and part-time non-unionized employees are eligible for bereavement pay.

### **Pay Provisions**

Bereavement pay is determined on a case-by-case, day-by-day basis, up to the maximum days as described below:

Employees may be allowed up to five regularly scheduled, paid work days off for the death of an immediate family member. Employees may receive up to three regularly scheduled, paid work days off for the death of an extended family member. In circumstances where the funeral is delayed, the supervisor may allow the employee to take bereavement paid time off outside of the specified time period, as long as the number of days does not exceed the maximum allowed.

Bereavement paid time off may be taken in one hour increments.

At the supervisor's discretion, bereavement pay may be taken in segments. For instance, an employee may take time off on the day of the death, return to work and then take off additional time to attend the funeral.

If additional time is needed for bereavement, other options such as vacation or personal leave of absence may be considered. An employee should contact his/her supervisor to discuss his/her specific needs related to bereavement pay for the death of a family member.

### **Definitions of Immediate and Extended Family Members**

Immediate family members include:

- Spouse
- Domestic partner
- Parent
- Child
- Sister
- Brother
- Any relative who resides in the employee's household

For purposes of the immediate family members section above, the definitions include natural, adoptive, foster, step, and half relationships. The definition of spouse includes individuals in lawfully recognized opposite-sex, same-sex and common law marriages. For children, the definition also includes legal guardianship, employees standing in 'loco parentis' to the child, and the corresponding relationships of the employee's domestic partner.

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Extended family members include:

- Mother/Father In-Law
- Grandchild
- Grandparent
- Sister/ Brother-In-Law
- Son/ Daughter-In-law
- Aunt/ Uncle
- Nephew/ Niece

For purposes of the “extended family members” section above, the definitions include relatives of the employee, the employee’s spouse, and the employee’s domestic partner.

### **Using Bereavement Pay**

#### Employees’ Responsibilities

When an employee must be absent due to the death of a family member, he/she must notify his/her supervisor as soon as possible. If the employee is unable to notify supervision personally, he/she is expected to make arrangements for someone to contact his/her supervisor as promptly as possible. If the supervisor is not available, another level of supervision or a pre-arranged designee should be notified as soon as possible.

#### Supervisors’ Responsibilities

- Ensure that each employee is aware of the Company’s provisions for pay during bereavement, and the responsibility for giving notice and securing approval if an absence is necessary.
- Speak with the employee to understand the circumstances around the funeral and burial to make wise decisions that best meet the employee’s individual situation while staying within the intent of the bereavement policy. (e.g., is extensive travel required to attend the funeral? Will the funeral be delayed due to unusual circumstances? Are there other extenuating circumstances?)
- Maintain the necessary attendance records and documentation.

### **Other Considerations**

#### When Bereavement Pay Begins

Typically, bereavement pay begins on the day of or the day following the death of the family member. However, in situations where the burial is delayed, employees may postpone using bereavement pay or may take vacation or personal/foregone holiday paid time off for any additional time off needed with supervisory approval.

#### Frequency

An employee may take more than one bereavement period in a calendar year.

#### Bereavement Pay During Vacation

If an employee is on vacation when a family member dies, bereavement pay may be used (in lieu of using vacation time). The employee must notify his/her supervisor about the death as soon as possible.

#### Bereavement Pay and Holidays

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If a holiday falls while an employee is out for bereavement pay, he or she will receive pay for the holiday and may receive bereavement pay before and/or after the holiday.

### **Bereavement Pay and Leaves of Absence**

If an employee is on a paid or unpaid leave of absence and a family member dies, the employee can not change the time off to bereavement time.

### **Active Pallbearer**

An employee serving as an active pallbearer at the funeral may be excused for the necessary time, not to exceed one day, without loss of regular pay.